

ACG International Event Presenter Tips and Guidelines

Please take the time to read through this material before preparing your presentation.

Submitting your presentation to the ACG team.

Please present your presentation in *PowerPoint* format.

Given that the *PowerPoint* presentations will be delivered from the ACG's laptops, we invite you to submit your draft presentation for checking if it includes any movies, animations, sound, computer modelled graphic files, etc., **no later than four weeks prior to the event**. This allows us sufficient time to troubleshoot any graphic, embedded video or computer problems and ensure playback on the ACG laptops.

Please forward your presentation via email (up to 7Mb). Alternatively, you may wish to load the presentation on the ACG FTP Site. The ACG also recommends that you include a copy of all files (e.g. video files and graphics) used in your presentation (including those that are embedded) with your presentation so that the links to those files won't be lost on the day.

Please note that Presenter View will not be available for use at the event so we encourage you to bring printed copies of your notes if necessary.

There will be a mouse, lectern microphone and lapel microphone for your use.

There will be a mouse provided for your use. If have any specific audiovisual requirements, please advise the ACG **at least one week prior to the event**.

At the event

An ACG representative will be available at the event to assist you with your presentation. **It is imperative that your presentation is complete and downloaded prior to the start of each day's programme.**

We encourage you to bring your FINAL presentation with you. Please see ACG staff to download your presentation at the AV desk prior to the start of the day's proceedings or during meal breaks.

Biographical notes

Each presenter must provide bio notes that will be given to the session Chair in order for them to introduce you as a speaker. Please see examples on the Author's Portal and forward your bio notes to the ACG **four weeks prior to the event** along with your final PowerPoint presentation, copyright and speaker registration forms.

Slide background

A *PowerPoint* master template is not available for ACG events.

Tips

- Backgrounds should be in direct contrast to text colours.
- Colours employed for either text or background should be bold, sharp and aesthetically pleasing. Please note that some attendees may have colour blindness.
- Font selection is a matter of personal choice. Fonts that are overly decorative should be avoided. Selected fonts should be clear and readable.
- Your presentation should not simply be a rehash of your paper.

Graphics, charts and maps

Graphs, charts and maps that rely on colour alone can work if you are dealing with two or three colours only. More than this and the graphic becomes confusing.

If your diagram needs more than three colours it may be preferable to use patterns to delineate areas and borders.

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Selling your services

Presenters who refrain from talking about the event topics and instead promote their own services (however subtly) do more harm than good. Speakers who put forth independent presentations and opinions impress delegates. The time for networking is off the podium.

Timing

Please refer to the workshop programme. Please do not run overtime as this throws the whole timing of the event out of sync. The session Chair will indicate to you when your time is up.

Please do not hesitate to contact us if you have any queries.

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GOOD LUCK!