

ACG Domestic 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 **no later than two weeks prior to the event** for preparation of the workshop CD. 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 can be available during your presentation if you wish.

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

We encourage you to bring your FINAL presentation with you on CD or memory stick to the event (as a backup). Please see ACG staff or the workshop facilitator to download your presentation.

Biographical notes

Each presenter must provide bio notes that will be included on the workshop CD. 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 and copyright form.

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.

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.

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.

Publications team

Australian Centre for Geomechanics

PO Box 3296 – Broadway | Nedlands WA 6009

Ph: +61 8 6488 8576 | Fx: +61 8 6488 1130

publications-acg@uwa.edu.au



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.

Australian Centre for Geomechanics

PO Box 3296 – Broadway

Nedlands – Western Australia

AUSTRALIA 6009

Ph: +61 8 6488 3300

Fax: +61 8 6488 1130

publications-acg@uwa.edu.au

GOOD LUCK!