ACG Event Presenter Tips and Guidelines

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

Submitting your presentation to the ACG publications team
- Please present your presentation in PowerPoint format.
- Given that the PowerPoint presentations will be delivered from the ACG's event laptops, we invite you to submit your draft presentation no later than the stated submission date which is two (2) 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 Dropbox or WeTransfer. 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 a backup of your final presentation with you on USB to the event. Please see ACG staff or the event facilitator to download your presentation.

Biographical notes
- Each presenter must provide bio notes that will be included in the event presentation. Please see an example on the Authors' Corner page and forward your bio notes to the ACG four (4) weeks prior to the event along with your final PowerPoint presentation.

PowerPoint template
- A PowerPoint master template is available for you to use. Please see the template on the Authors' Corner page.
- 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.

Timing
- Please refer to the event program. Please do not run overtime as this throws the whole timing of the event out of sync. The event facilitator will indicate to you when your time is up.

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

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