



## BRIEFING NOTES FOR FREE PAPER PRESENTERS

The Organising Committee welcomes your contribution to the RANZCP Congress 2008. In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these briefing notes ahead of the Congress.**

### GENERAL INFORMATION

Please visit the registration desk when you first arrive at the Congress to collect your name badge and other related materials. From there you will be directed straight to the Speaker's Preparation Room where you will need to check in with the audio visual technicians.

### SESSION DETAILS - CHECK AHEAD

Please visit the Congress website well ahead of time to confirm details of your session within the Congress program.

The program is subject to change so please ensure you check any changes on the 'program changes' board on site.

### TIME ALLOTTED

Please check the Congress Program to confirm your session time and the time allocated for your presentation.

In the interest of fairness, please ensure that you keep to your allotted time frame of **20 minutes** which includes 3 minutes of question and answer time.

The Chair will time your presentation and provide you with a warning at **2 minutes** remaining (i.e. 15 minutes into your presentation) and at time up. You may like to rehearse your presentation with slides in advance to make sure it takes no longer than your allotted time.

### SPEAKER PREPARATION ROOM

The Speaker's Preparation Room is located in John Batman Suite 1 on Level 3 of the Melbourne Convention Centre and will operate at similar times to the registration desk. The room will be open during the following times:

Sunday 25 May	0700 – 1800
Monday 26 May	0700 – 1800
Tuesday 27 May	0700 – 1800
Wednesday 28 May	0700 – 1700
Thursday 29 May	0700 – 1500

### AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in the session room at the Congress:

- One Data Projector
- One PC Compatible computer
- Lectern and Microphone

**Overhead and Slide Projection will not be available.**

A technician will be available in every session to handle any problems that may arise.

#### **SESSION VENUE – ARRIVE EARLY**

Please assemble in your **Session Room at least 10 minutes prior** to the start of the session. This will allow time for the Chairs to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

#### **POWERPOINT PRESENTATIONS**

We request PowerPoint presentations to accompany your talk to be emailed prior to the Congress to technical services at **Staging Connections, [ranzcp2008@stagingconnections.com](mailto:ranzcp2008@stagingconnections.com)**

You may wish to provide your PowerPoint presentation on site. If so, please ensure you visit the Speaker's Preparation Room **at least 1 hour** prior to the start of your session.

If you have any questions in regards to this process please contact Staging Connections directly.

#### **SPEAKER PROCEDURES**

- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to the problem and it will be fixed as quickly as possible. While this is being done you should continue with your presentation.
- The Chair will time your presentation and give you a warning when you have 2 minutes remaining and when time is up.

#### **SET-UP**

There will be reserved seating for you at the front of the room for the duration of the session. You should sit at these seats where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

#### **LANGUAGE**

Please note that the official Congress language is English. **All presentations must be made in English.**

#### **FURTHER ASSISTANCE**

If you require further assistance, please contact the Congress Managers, The Meeting Planners at:

**Email:** [ranzcp2008@meetingplanners.com.au](mailto:ranzcp2008@meetingplanners.com.au)

**Phone:** +61 3 9417 0888

**Fax:** +61 3 9417 0899

**Thank you for your help in making the  
RANZCP 2008 Congress a success.**