Instructions to Presenters

General instructions:

1. Please arrive at least 15 minutes earlier at the venues of your presentation and introduce yourself to the session's Chair.

2. Prior to each presentation, the Chair will briefly introduce the speaker.

3. The presentation time is 20 minutes for each paper presentation (this will include Chair’s brief introduction). The Chairs will ensure presentations will not run over time.

4. Please make sure that your presentation does not go over time, as a courtesy to the others in your session.

5. There will be a question/discussion time of 10 minutes following each presentation.

If you are using Visual Aids (Powerpoints/DVD)

1. There will be AV facilities for PowerPoint presentations and DVD playback in the paper presentations.

2. Please arrive at least 15 minutes earlier at the venues of your presentations, and test your DVDs, memory sticks and CDs on the appropriate facilities.

3. Preparation of visual aids (powerpoints/DVDs) that you wish to use is your responsibility.

4. Please note PC, rather than Apple/mac, is predominantly used at both Murdoch and Curtin. If you need to use an Apple laptop, please prepare a VCA adaptor.