

2023 SMAANZ Conference

Presenter Information and Instructions

All presenters should upload their presentation to the controlling computer in their designated room in the break before their presentation slot. Please save your presentation onto the desktop for easy access.

In each room will be a controlling computer. You will be able to use 'presenter view' and stand behind a lectern/desk if you wish. There will be two microphones – a handheld and a lapel. You may use these if you wish.

In each room will be a volunteer from UC – these volunteers will provide you with time warnings, facilitate questions as needed, and help with any technical difficulties.

Enlightening Talks operate under the PechaKucha format. Each presentation must consist of 20 slides timed to transition automatically every 20 seconds. There is to be no variance to this model. Enlightening talks are scheduled on a tight timeline and there is limited time for questions post presentation. Presenters are asked to move quickly from the stage and the next presenter should be ready to present shortly after the conclusion of the previous presenter.

Standard Presentations in the Parallel Sessions – These presentations will have up to 20 minutes for the presentation plus 5 minutes of question time.

It is possible to share **video** as part of your presentation, however, I would suggest trialling this when you upload your slides to ensure it works correctly and that the sound is at a suitable level. UC sound systems can be difficult to get right so pre-setting this is recommended.