

# Instructions for presenting at HERDSA 2009

## Check your presentation day, session, room and time

We will make every effort to maintain the program as currently online at <http://conference.herdsa.org.au/2009/> However, in case it becomes necessary to make any changes at the last minute, **please check the online program regularly and check again when you arrive in Darwin.**

## Resources

There will be a laptop computer or desktop computer and data projector in each presentation room, running Windows XP. These laptops/desk tops have internet access.

If your presentation requires any other form of audiovisual equipment, for example, audio speakers, please advise the Conference Convenors (email: [herdsa2009@cdu.edu.au](mailto:herdsa2009@cdu.edu.au)) at least 72 hours before your presentation is timetabled.

The standard presentation format is PowerPoint® 2003 (more recent PowerPoint versions cannot be accommodated). Please name your PowerPoint files with just the last name of the first author and an initial plus the “.ppt” extension, for example, SmithJ.ppt

Please ensure that all fonts are embedded into your presentation and video or sound clips are included.

Bring your presentation to the conference on CD or memory stick. You will then be directed to the Speaker Preparation Room (Building Red 6.1.11).

The Speaker Preparation Room will be open:  
Tuesday & Wednesday 8.00am – 5.00pm  
Thursday 8.00am – 11.00am

If at all possible, please check-in your presentation material well before your presentation time, and as an absolute minimum within 45 minutes of your presentation.

Your presentation will be loaded onto the CDU computer system, tested and ready for access from the presentation rooms.

To avoid hardware compatibility problems, please do not use your own laptop.

A member of the Teaching and Learning Quality Group will be available in each of the presentation rooms to assist you further during the session.

If you wish to bring additional documents (reports, handouts, etc.) that may interest your audience, please note that, unfortunately, we cannot provide a copy service for these.

## Respect your timing allocation and allow for questions

It is essential to the smooth running of the conference program that **everyone keeps to time**. We have a very full program and many delegates will wish to move from one room to another within a single session.

Half the time allocated to you should be devoted to your presentation and **half reserved for questions from the audience**. Full papers have been allocated 20 mins presentation and 20 mins discussion, concise papers and showcases have been allocated 10 mins presentation and 10 mins discussion. Please try not to encroach into the question time, as the interaction provided here is highly valued by delegates.

## Act as a timekeeper for the presenter before you

Unless you are the first presenter in your session (i.e. your slot is first thing in the morning or immediately after a break), we have appointed you as timekeeper for the presenter immediately before you. This involves ensuring that they start and end their presentation on time. We believe this will be the most efficient way of ensuring all presentations run on time. Please:

- 1 Arrive at the room before the start of the session and make yourself known to the assistant in the room and the preceding presenter.
- 2 Agree between you how you will signal the time. Cards with time warnings will be available for you to hold up to inform the presenter of the time
- 3 Ensure the presenter starts on time - don't wait for the people to trickle into the room. If the presenter starts late, they must still finish within their time slot.
- 4 You may allow the previous presenter to overrun into their question time a little if they misjudge their timing, but **you must not allow them to overrun their overall time slot.**

## Posters

Your entire poster must be no more than A0 in size 841 mm wide (left to right) x 1189 mm high (top to bottom). Laminate it so that it can be attached to a poster board. Posters must be portrait (long side vertical). Don't make your poster three dimensional.

Posters will be displayed for the duration of the conference in the Foyer of the Mal Nairn Building. Setup from 8.00am – 10.30am Tuesday 7 July.

You must remove your poster before 1.30 p.m. Thursday 9 July. The organisers accept no responsibility for posters that are not removed before this time.

## Content

Put a banner displaying the title, your name, institution and email address at top-centre of the poster.

Please make it obvious to the viewer how to progressively view the poster – generally it should read from left to right, and from top to bottom. Numbering individual panels, or connecting them with arrows, may help.

You might like to visit one of the following websites for ideas on putting your poster together effectively:

<http://www.siam.org/meetings/guidelines/poster.php>

<http://www.kon.org/karlin.html>

## Presentation of poster materials

Several avenues have been incorporated into the program to allow you to present your poster materials.

- Display of poster for viewing for the duration of the conference.
- Presentation in a poster session: A group poster session has been scheduled into the program on the first 2 days of the conference. You have been allocated 5 mins to present a key point for your poster. You may use 1 PowerPoint slide to illustrate this key point. After all posters for the session have presented their key point, a chairperson will open up discussion around any of the themes related to the posters.
- Opportunity for you to discuss your poster with conference delegates. In addition, you should stand by your poster during afternoon tea on Wednesday 8<sup>th</sup> July so delegates can discuss your poster with you..

## Further tips for presenters; prize for the best presentation:

We strongly urge you to consider these helpful hints in preparing your presentation at HERDSA. With the theme of 'the student experience' it is important that you consider your audience in your preparations. This website with a recording of a presenter's workshop for the Ed-Media provides some useful guidelines for preparing presentations for conferences.

<http://www.ace.org/conf/edmedia/presenterworkshop.htm>

<http://www.slideshare.net/gsiemens/presentingfor-impact>

Note the University of Sydney Institute for Teaching and Learning provides a creative presentation award for the best presentation. See <http://conference.herdsa.org.au/2009/grantsprizes.html> for more details.