

# 17<sup>th</sup> Australian International Aerospace Congress

Innovation into Aerospace Future

IN CONJUNCTION WITH THE AUSTRALIAN INTERNATIONAL AIRSHOW AND AEROSPACE AND DEFENCE EXPOSITION AVALON 26 February - 02 March 2017

Melbourne Cricket Ground - Conference | 26 - 28 February 2017

2017 International Avalon Airshow - Technology Presentations | 01 March - 02 March 2017



## Briefing Notes for Keynote Oral Presenters

The AIAC17 Committee welcomes your contribution to the AIAC17 Congress. In order to ensure your presentation runs smoothly, a number of services and facilities will be provided.

**Please take the time to read these briefing notes ahead of the Congress.**

## Registration and Session Details

To ensure your presentation is included in the final program, all presenters must be registered. If you are not yet registered, please [click here](#).

Please visit the [Congress website](#) prior to the congress to confirm details of your session in the program.

## General Information

Please visit the registration desk when you first arrive at the Congress to collect your name badge and other related materials. The registration desk will be located in the Percy Beames Foyer of the Melbourne Cricket Ground (next to the MCG Members Dining Room on Level 2). [Click here](#) to view the floor plan.

## Speaker Preparation Room – Terrace Café (Level 2)

Presenters are asked to bring their PowerPoint on a USB for upload in the speaker preparation room, where a technician will be available should assistance be required. The speaker preparation room will have four computer stations and one printer for use by speakers. We ask however that presenters come as prepared as possible to reduce the need for printing.

## Speaker Preparation Room Opening Hours

Monday 27<sup>th</sup> February 2017 – 8:00am-5:00pm

Tuesday 28<sup>th</sup> February 2017 - 8:00am-5:00pm

## Time Allocated to Presentation

Presenters should arrive at the session room at least 15 minutes prior to the start of the session to check equipment requested (if any). All keynote speakers have been provided **30 minutes** including 5-minute question and answer time.

The program is subject to change, therefore please ensure you check for any changes on the “Program Changes” board onsite, located near the registration desk.

***In the interests of fairness, please ensure that you keep to your allotted time frame. It is essential that presenters keep to time across the entire program to ensure equity for all and to allow delegates to plan the sessions they wish to attend.***

All sessions will have a dedicated chairperson who will introduce presenters to the lectern in sequence. Chairs will time presentations and provide a warning at 2 minutes remaining and at the conclusion of each presentation. You may like to rehearse your presentation with slides in advance to ensure that it takes no longer than your allotted time.

## Audiovisual Equipment

You will be provided with the following audio visual equipment in the session room:

- One data projector and screen
- Comfort monitor (enables you to only view your presentation from the lectern)
- Remote control clicker
- PC audio connection
- Lectern and microphone
- Microphones will be switched on at all times. There is no need to switch them on or off.

In the unlikely event of a technical problem, a roving technician will be present onsite to attend to the issue.

Presentations requiring video can be accommodated; however, we request that you arrive onsite early to confirm the details and test the facilities well before your presentation.

**Please note: AV equipment outside the above setup cannot be provided without prior arrangement. Presenters are requested to contact us as soon as possible for requests outside of the standard provisions. Note: additional equipment cannot be guaranteed.**

## Speaker Preparation & PowerPoint Presentations

All presentations are to be in Microsoft PowerPoint format, in the ratio of **16:9** to fit the projector screen. To assist in your preparation, a template for presentations has been designed. Please download and prepare your presentation using the PPT template available for download as an attachment in the email sent to you.

### Special Effects

Special effects should be used sparingly. Presenters wishing to use audio effects should advise the onsite audio visual technical staff. Please do not select random transitions in the PowerPoint menu or the audience will notice the effects more than the presentation.

Any presenters wishing to use different presentation software, such as Keynote or Prezi, are asked to contact the Congress Managers in writing prior to the event to check whether this can be accommodated. Please note that Microsoft PowerPoint is the preferred software platform for all presentations.

If you require further assistance, please contact:

### AIAC17 2017 Congress Managers

Email: [aiac17@engineersaustralia.org.au](mailto:aiac17@engineersaustralia.org.au)

Phone: (03) 9321 1735

*We wish Oral Presenters all the best with their presentation and thank you for your valuable contribution in making the AIAC17 Congress a success.*