

# 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 2017



26 FEB – 02 MAR 2017 [www.aiac17.com](http://www.aiac17.com)

### Briefing Notes for Oral Presenters at Avalon

The AIAC17 Committee welcome 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 Avalon Technology Presentation.**

### 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 Avalon Technology Presentation program.

### 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 [here](#).

All Avalon Technology Presentations **must** be sent prior to the Congress to the AIAC17 Congress Organisers Inbox [AIAC17@engineersaustralia.org.au](mailto:AIAC17@engineersaustralia.org.au). If you have multiple files, please zip these into one file prior to uploading. Please label your presentation by **Day, Room, Time, Name**, *i.e. Wednesday\_Room4\_1005\_Bogoda*.

Presenters are asked to bring a backup of their PowerPoint on a USB and double check presentations are received **by 8.30am on the day of presentation**.

### 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, Microsoft Powerpoint is the preferred software platform for all presentations.

### Time Allocated to Presentation

Presenters should arrive at the session room at least 20 minutes prior to the start of the session to check equipment requested (if any). All speakers have been provided 20 to 25 minutes (please refer to the program) **including 5 minutes** question and answer time.

***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
- Lectern and microphone
- One PC compatible laptop

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

Presentations requiring video can be accommodated; however, we request for you to arrive onsite early to confirm the details and test the facilities.

**Please note: AV equipment outside the above 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.**

If you require further assistance, please contact:

### **AIAC17 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.*