



Guidelines for Speakers

The Early Childhood Learning and Development Conference Organising Committee welcomes your contribution to the 2019 Conference.

In order to ensure your presentation runs smoothly, a number of services and facilities will be provided to you. Please take the time to **read these Guidelines ahead of time** to ensure your presentation is successful.

Registration Details

Prior to the Conference

All speakers are required to register and pay for the Conference. If you have not done so already, please visit <https://eclid19.com/registration/> and complete the registration form.

Onsite at the Conference

You must visit the Registration Desk located in the Crown Ballroom Foyer of Crown Perth when first arriving at the Conference to collect your name badge and other related materials. From there, you will be directed to the Speaker Preparation Room located in Meeting Room 4 to check-in with the audio visual technicians.

If you have any queries regarding the Program or your presentation, please visit the Registration Desk. The desk will operate during the following times:

Friday 29 March 2019 0700 - 1700

Saturday 30 March 2019 0730 - 1700

PowerPoint Presentations

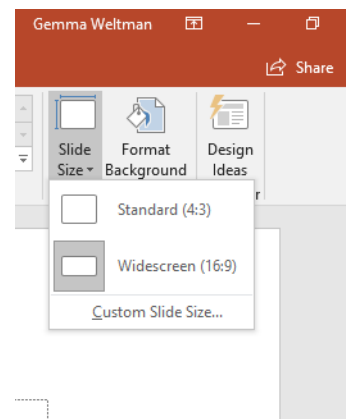
Please bring your presentation on a USB to the Conference and visit the Speaker Preparation Room **at least 2 hours prior** to the allocated presentation time to ensure your presentation is uploaded and tested.

Presentations must be completed in Microsoft PowerPoint. Should your presentation be in Mac format, it is imperative that it be converted to PC format prior to arrival at the Conference.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:

1. In PowerPoint 2013/2016 choose the "Design" tab then click on the "Slide Size" button.
2. In the drop down box, select "Widescreen (16:9)".

Please have all your videos embedded into your presentation (Internet access will be available from the presentation computer).





Speaker Preparation Room

The Speaker Preparation Room is located in Meeting Room 4 of Crown Perth and will be open during the following times:

Friday 29 March 2019 0730 - 1700

Saturday 30 March 2019 0730 - 1600

Please note, these times are estimates and are subject to change closer to the Conference.

At the Speaker Preparation Room, you will be able to prepare for your presentation, make final changes to your presentation on available computer stations, and receive demonstrations on how to use the equipment.

Please load/check your presentation **at least 2 hours prior** to your session commencing to ensure the presentation is checked and tested.

Audio Visual Equipment

The following Audio Visual equipment will be in every room at the Conference:

- Projection screen and data projector
- One presentation computer with Windows OS, Office 2013/2016 and Adobe Reader
- Microphone attached to the lectern

Internet access will be available from the presentation computer.

You will be briefed on how to use the equipment when meeting with the Audio Visual technicians in the Speaker Preparation Room before attending your session.

A technician will be available to handle any problems that may arise.

Should you require additional equipment it is essential that you contact the Conference Managers **well before** the Conference to discuss your requirements. We will try to accommodate where possible, however requests cannot be guaranteed.

Time Allocation

Please visit the Conference website well ahead of time to confirm details of your session within the Conference Program. The Program is subject to change so please ensure you check the Conference App.

The session time allocated is **XX minutes** and is inclusive of Question and Answer time and any comments from the Chairperson. Please note: to maintain synchrony among the concurrent sessions within the Program it is imperative that your allocated presentation time is strictly adhered to.

Your Chairperson will time your presentation and will advise when there is **2 minutes** remaining and then again when time is up. You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.



Session Room – Arrive Early

Please arrive at your session room **at least 10 minutes prior** to the start of the session. This will allow time for your Chairperson to explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern by the Chairperson. Delegates will be seated in theatre style.

Speaker Procedures

- Microphones will be on at all times. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.

Language

Please note that the official Conference language is English. **All presentations must be made in English.**

**Thank you for your help in making the
Early Childhood Learning and Development Conference 2019 a success.
For further details or assistance, please contact the Conference Managers.**

Early Childhood Learning and Development Conference 2019

Managed by Arinex Pty Ltd

3/110 Mounts Bay Road

Perth WA 6000, Australia

Phone: +61 8 9486 2000

Email: ecl19@arinex.com.au

Website: www.ecl19.com