



SEGRA 2010 INVITED SPEAKERS INFORMATION AND GUIDELINES

CRITICAL DATES

ITEM	DATE
PowerPoint Presentation	11 Oct 2010 Please see presentation upload below.
Electronic Copy of Paper	11 Oct 2010 Please see copy of presentation below.
Papers for Academic Reference	ASAP
Special Audio Visual Requirements	24 Sept 2010 Please see equipment section below.
Alterations to Presentation Titles or Presenters Details	5 Sep 2010

Please supply the following by the **28th of July 2010**, if you have not already:

- Brief abstract (max. 150 words)
- Biographic notes (max. 150 words each)
- Mobile phone number and correct position title
- Signed Paper Submission Form (concurrent speakers only)
- Photo of presenter

CONFERENCE VENUE

Jupiters Townsville

Sir Leslie Thiess Drive
Townsville QLD 4810

CONFERENCE PROGRAM

The **SEGRA 2010** conference consists of a pre-conference professional development program, a two day plenary and concurrent session program conducted on the 19th and 20th of October with workshops programs and study tour options running on the final day, Thursday 21st October.

SEGRA has a reputation for providing an intensive program of speakers. In order that a number of points of view and a range of topics are covered, speakers are limited to 20 minutes. This is inclusive of questions if the speaker wishes. The Chair will vigorously enforce these requirements to ensure equal time for all speakers. In previous years speakers and delegates have indicated they place a high value on question time.

In the interests of maintaining conference dynamics, the session chair will facilitate questions from the floor. Speakers are encouraged to challenge 'conventional thinking' in the content of their speech to generate discussion and debate.



PRESENTATION UPLOADING

Presenters wishing to utilise the data projector facility must provide their presentation electronically in Microsoft PowerPoint format. Please save your presentation in the following format: surname, keyword, day and session number, e.g. Smith, Sustainability, Tuesday, Session 3. Presentations must be submitted to rebecca@segra.com.au by **11th October 2010**

NB: If your presentation is larger than 6MB please submit it via www.yousendit.com and 'send to' rebecca@segra.com.au. This is a free service.

Under special circumstances speakers may be given permission to submit presentations on the day. If so, speakers must arrive at the registration desk at least 2 hours prior to the session commencing and an AV technician will assist in uploading the presentation. Disks or USB's must be labeled and may be deposited in the relevant envelopes at the conference registration desk. These items will be available for collection at the conclusion of each day's proceedings.

Due to the schedule of the conference, delays caused by technical problems will not result in additional presentation time; we therefore strongly suggest each speaker have a backup presentation strategy.

PRESENTATION GUIDELINES

Please note the attached guidelines for PowerPoint Presentations.

Evaluation forms from previous conferences indicate that:

- Delegates prefer presenters to speak **to** their papers rather than read them.
- Delegates like access to printed copies of presentations/papers at the conference. (*A small number of copies may be left at the registration desk if desired*).
- It is critical that your paper addresses demonstrated outcomes, as well as what you would do differently next time i.e. transferability.
- There can be difficulty seeing the presentation screen due to the speakers positioning. **Please check before your presentation where you need to stand to ensure you do not block the screen.**
- Interactive, engaging presentations are preferred to 'lectures'.

AUDIO VISUAL EQUIPMENT

The laptop computer for the projection unit will be supplied by the **SEGRA** Secretariat. Speaker's personal equipment **cannot** be utilised. Presenters are asked to be familiar with operating the technology they will be using for their presentation.

The conference rooms are equipped with a lectern, whiteboard or flipchart and pens, laptop, data projector, screen and power. Should you require additional presentation



SEGRA 2010

14th National Conference

Townsville, Qld

19-21 October

Sustainable Economic Growth for Regional Australia

equipment such as internet access, please contact the conference organisers in writing no later than **24 Sep 2010**.

CONFERENCE PROCEEDINGS

Following **SEGRA**, conference proceedings are published in electronic format and distributed to all delegates as well as to major libraries and key organisations. If desired additional background information can be included on the CD-ROM for delegates' interest. This must be provided by **11th October 2010**.