



SPEAKER BRIEFING NOTES

SUMMARY CHECKLIST

Peer Review Full Papers submitted	by Friday 6 th March 2020
Speakers to register	by Friday 20 th March 2020
Changes to Abstracts	by Friday 3 rd April 2020
Full Papers/Extended Abstracts submitted	by Friday 24 th April 2020 (not peer reviewed)
Presentations to be forwarded	by Friday 15 th May 2020

To confirm your place in the 2020 FMA National Conference program, please ensure you have completed the following (as is applicable):

- I have the approval of my organisation to attend the conference and to present on their behalf.
- I have the approval of my client to present work commissioned by them at the conference.
- The work that is subject of my presentation is complete, or will be at an appropriate stage to present, by the conference deadlines.

POWERPOINT PRESENTATION

Format for PowerPoint Presentation is 16:9

All PowerPoint presentations **MUST** be submitted to the Conference Managers by **Friday 15th May 2020**. If your PowerPoint presentation file is less than 12MB, please email to amy@eastcoastconferences.com.au. If your PowerPoint is too large to email please provide via Hightail or Dropbox and supply link on email.

Please also bring a back-up copy of your presentation with you to the conference on a USB.

Please ensure your presentation is in its FINAL format, as there will be no facilities available at the Conference for making changes. Presenters are also advised to print a copy of your PPT slides and bring them with you to refer back to when giving your presentation. There will not be printing facilities available at the conference.

PowerPoint Presentations will also be published as a pdf handout on the Floodplain Management Australia Website, Members' Section, for 12 months following the Conference, after which they will be publicly available. If you would prefer you can provide an abridged version of your presentation.

SPEAKER PROCEDURES AT CONFERENCE

There will be an AV operator in constant attendance within the Empire Theatre. Following is a brief explanation of the audio visual procedure involved in your presentation.

- On arrival please register at the Conference to ensure your presentation and audio visual requirements have been met and confirm any unforeseen changes at least **one hour** before you are to present. If for any reason you are unable to meet this requirement please discuss an alternative arrangement with the Conference Managers.
- Make your way to the room where you are presenting to meet with the chairperson and other speakers at least **10 minutes** prior to the start of your session.
- The laptop will be located on the side table next to the lectern. If you are not familiar with this equipment, visit the room early or speak to the Technician for assistance.
- Microphones will be on all the time. There is no need to switch them on. In the unlikely event of a problem, the Technician will attend to it. The problem will be fixed as fast as possible. While this is being done you should continue with your presentation.
- Your presentation will be timed by a chairperson. **Please ensure that you keep to the program timetable and do not exceed the allotted time for your presentation.**

25 minute Presentations

The conference program provides 30 minute time allocations for each long format presentation. However, this includes time for questions and changeover between sessions. As such, presenters must provide no more than 20 minutes for content, and allow remaining time up to 25 minutes for questions. Each session will be chaired, and chairpersons will be instructed to end the session after 25 minutes without exception.

Please rehearse the presentation to ensure it does not exceed 20 minutes.

10 minute Presentations

The conference program provides 15 minute time allocations for each short format presentation. However, this includes time for questions and changeover between sessions. As such, presenters must use no more than 5 slides and provide no more than 10 minutes for content, with any remaining time available for questions and changeover. Each session will be chaired, and chairpersons will be instructed to end the session after 10 minutes without exception.

Please rehearse the presentation to ensure it does not exceed 10 minutes.

VISUAL PRESENTATION

For the benefit of those unaccustomed to presenting we offer the following tips to assist in making your visuals effective:

- Keep it simple – use the slide as reinforcement to your speech.
- Remember that your audience will primarily be interested in hearing you discuss your findings, outcomes and/or central argument. Keep time spent on background and methodology to a minimum.
- Use only the number of slides necessary to deliver your presentation within your allocated timeslot. Ensure you time your presentation, and if necessary, adjust the number of slides accordingly. As a rule of thumb, 1 ½ to 2 minutes talking per slide.

- Keep bullet points down to a maximum of 5 per slide. Any more and the type is too small to read.
- Use upper and lower case to achieve maximum legibility.
- Use colour effectively – a few bright simple colours on a dark background ‘lift’ the style of your presentation.
- Avoid background sounds as these can often distract rather than enhance the presentation.

REGISTRATION DETAILS

If you have not already registered, please complete and return the Registration Form with full payment to the Conference Managers. Secure online registration is also available on the conference website www.floodplainconference.com. The deadline for all presenters to register is **Friday 20th March 2020**.

FULL PAPER

Full Papers are a requirement for those who are accepted to present a 25 minute presentation. The Full Paper may be in the form of an Extended Abstract. Papers and presentations will be published electronically on the Floodplain Management Australia Website, Members’ Section, for 12 months following the Conference, after which they will be publicly available. The deadline for Full Paper submission is **Friday 24th April 2020**. When your Full Paper or Extended Abstract is complete, please email it to amy@eastcoastconferences.com.au in Word or PDF format.

Please note that your presentation will only be included in the final program if your Full Paper or Extended Abstract has been submitted by the deadline. If the paper is not provided the presentation opportunity may be re-allocated.

GUIDELINES FOR FULL PAPERS – please refer to Full Paper guideline document or Extended Abstract guideline document both located on the Conference website under the call for abstract tab.

CONTACT US



For any further assistance please contact the Conference Managers:

2020 Floodplain Management Australia National Conference

Amy McIntosh / Jayne Hindle / Jasmine Durbidge

East Coast Conferences

PO Box 848 COFFS HARBOUR NSW 2450

Phone: +61 2 6650 9800 Mobile: 0408 220 188

Email: amy@eastcoastconferences.com.au

Conference website: www.floodplainconference.com