



## Free and Open Source Software for Geospatial Conference 20 - 23 October 2009

# SPEAKER BRIEFING NOTES

In order to help your presentation run smoothly, a number of services and facilities will be provided for you. Please take the time to read the following instructions to ensure your presentation is successful.

### CONFERENCE CHECK IN

Speakers are required to register at the registration desk when they arrive at the Conference to collect their name badge and Conference materials. The registration desk will be located in the Parkside Foyer on Level 1 of the Sydney Convention & Exhibition Centre.

### POWERPOINT SUBMISSION & UPLOAD INSTRUCTIONS

Upon registering onsite at the Conference please visit the Speaker Preparation Room to upload and test your PowerPoint presentation with the onsite audio visual technicians. If preferred, speakers can upload their presentations prior to the Conference via the following methods:

Email submissions for presentations of up to 10MB: [presentations.foss4g@arinex.com.au](mailto:presentations.foss4g@arinex.com.au)  
File portal submissions for presentations over 10MB: <http://presentationsfoss4g.arinex.com.au/>  
This upload portal will be available from **28<sup>th</sup> September 2009**

### TIME ALLOCATED

Please review the program book and check the program changes board to confirm the length of your presentation time. Please ensure that you keep to your allocated time frame as a courtesy to fellow presenters and to ensure the Conference operates smoothly.

### PRESENTATION GUIDELINES

Please use the following instructions as a guide to creating an effective PowerPoint presentation:

#### FONT:

Keep a minimum font size of 24.  
Use fonts such as Arial, Helvetica or Trebuchet.  
Do not use ALL CAPS.  
Proof read and spell check your presentation.

#### LAYOUT:

Abbreviate your message and limit the number of words you put on a page/slide:

- Avoid paragraphs
- Use bullet points as a prompt
- Use succinct phrases instead of full sentences
- Limit each slide to 6 bullet points

#### COLOUR:

Choose colour combinations that make your text easy to read such as;

- Light backgrounds (white, yellow, light blue) with dark fonts (black, navy blue, dark green).
- Dark backgrounds (blue, purple) with light fonts (white, yellow, cyan).

Do not use red in any fonts or backgrounds as it is a colour that is difficult to read.

#### GRAPHICS:

Keep graphs, charts and diagrams simple as they are absorbed more easily by your audience.  
Use one graphic or visual per slide.

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## SPEAKER PREPARATION ROOM

The Speaker Preparation Room will be located in the exhibition area, Parkside Foyer on Level 1 at the Sydney Convention & Exhibition Centre. This facility will be operational during the following hours:

Tuesday 20 October	1200 – 1600
Wednesday 21 October	0730 – 1600
Thursday 22 October	0730 – 1600
Friday 23 October	0730 – 1600

If you are unable to present, please notify the Organising Committee and Session Chairperson as soon as possible.

*\* Please note that these timings are current as at time of distribution and are subject to change.*

## AUDIO VISUAL

Each session room will be set with the following standard audio visual equipment:

- Microphone and lectern
  - Data projection
  - Screen
  - Laptop computer (PC)
  - Question and answer microphones (*Parkside Auditorium only*)
- *NOTE: If you would like to present using a MAC computer you will need to bring your own MAC laptop and dongle or alternatively convert your presentation to a PC format. Please contact the Conference Managers if you have any questions at [presentations.foss4g@arinex.com.au](mailto:presentations.foss4g@arinex.com.au)*
- *NOTE: Overhead and Slide Projection **will not** be available at the Conference.*

You will need to deliver your presentation to the Speaker Preparation Room on a CD or USB Memory Stick at least 2 hours prior to your presentation if you have not previously uploaded it via email/file portal site.

## SPEAKER PROCEDURES

There will be an audio-visual operator in constant attendance within the venue. The following is a brief explanation of the audio-visual procedure involved in your presentation.

- Please be in your allocated session room 10 minutes before the start of your session to meet with your Chairperson and check in with the technician.
- The PC computer will be on a side table next to the lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance prior to your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a problem, the operator will attend and rectify it as promptly as possible. You should continue with your presentation while the problem is being rectified.
- The Chairperson will time your presentation. Please ensure that you keep to the program timetable.

## LANGUAGE

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

## ADDITIONAL INFORMATION

If you require further assistance, please contact the FOSS4G 2009 Conference Managers on 02 9265 0700 or at [foss4g2009@arinex.com.au](mailto:foss4g2009@arinex.com.au)

*We wish you all the best with your presentation!*