

GUIDELINES FOR ORAL PRESENTATIONS

CONFERENCE DETAILS

WHEN: 27 NOV – 1 DEC 2022

VENUE: University of South Australia,
101 Currie St, Adelaide SA 5001

WEBSITE: www.aareconference.com.au

REGISTRATION DESK LOCATION: University of South Australia, City West Campus, Hawke Building Foyer

INTRODUCTION

The Conference Committee would like to thank you for presenting at the upcoming Australian Association for Research in Education Conference 2022 at the University of South Australia, City West Campus. These guidelines aim to provide you with some assistance in planning for your presentation.

TIMELINE

Details	By When
Register for Conference	Friday, 28 October 2022
Pay Registration Fee	Friday, 28 October 2022
Have a copy of PowerPoint file on a USB	Monday, 28 November 2022
Arrive at Conference	Monday, 28 November 2022
Go to the Allocated Room at least 15 minutes before the Session Starts To: <ul style="list-style-type: none"> • meet with the chair of the session • familiarise self with timing system • discuss handouts • learn AV equipment • discuss how Q&A time will be managed 	Day of presentation

ABOUT YOUR PRESENTATION

1. **Individual Paper**—30 minutes per paper (usually 20 minutes for presentation with 10 minutes for questions).
2. **Symposium**—90 minutes or 120 minutes.
3. **Workshop**—30 minutes, 60 minutes, or 90 minutes.

SPEAKER PREPARATION

All speakers are required to upload their presentation onto the laptop provided in the presentation room before their session. Please go to the allocated room at least 15 minutes before the session starts, this will ensure the presentation can be opened and is in working order. There are specific requirements so please read the section below

REGISTRATION

All oral presenters must register, pay the applicable registration fees and be able to present at the conference or organise a replacement to remain in the program.

There is no reduced registration fee for oral presenters. Please visit the conference website at <https://www.aareconference.com.au/registration/> to register.

AUDIO VISUAL

Each session room will be set up with theatre or classroom style seating.

Standard equipment will include:

- Microphone at the lectern, if you are presenting in a theatre room and tutorial rooms will not need a microphone
- Laptop for presentations will be provided in each room. Alternatively, a full-size HDMI cable can be provided for connection to alternative laptops
- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, computer audio and a projection screen. Your presentation will be played from the system provided in the room

If your presentation was created on a MAC computer, please see notes on the next page.

Any requirements beyond the standard audio-visual equipment needs to be emailed to aare@conferencenational.com.au by Monday 14 November 2022. Please note that requests are not guaranteed.

NOTE: Internet will be available in the session rooms from the PC provided.

PRESENTATION FORMAT

The Conference audio visual will use Microsoft Office PowerPoint.

- Screen size ratio is 16:9.
- This is a setting in Microsoft PowerPoint, but to check when setting up your document, click on 'Design' tab, and then click 'Slide Size'. In 'Slide Size', select 'Widescreen (16:9)'

Any video clips within your presentation are required in either AVI or WMV format playable in PowerPoint. Please check that the video has been tested before the presentation to ensure it loads in a timely manner during the presentation.

As presentations will be screening from a computer via a projector, presentations with a large file sizes or photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

Please check that your presentation does not rely upon networked data or content, such as links to network drives or other cloud-type resources, such as links to YouTube, as these will not playback. Instead download

the required files and embed them in your PowerPoint presentation, and bring the files with you on a USB stick.

MAC PRESENTATIONS

If your presentation was created on a MAC and please export your presentation in PowerPoint format, or export as a PDF or sequence of JPEG files. Please test it before you come to the conference. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR). Linked files will not work and please download these files and embed them in your PowerPoint presentation, and also bring this on a USB stick.

IMAGES AND VIDEO CLIPS

Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the copyright to use the images in their presentations.

Any video files will need to be in the same folder as the PPT to work simultaneously.

CONFERENCE DAY

WHAT TO BRING

What?	Information
Copy of your PowerPoint file on a USB	Visit your session room at least 15 minutes before your session
Handouts	If you wish to provide handouts to conference participants, please ensure you bring these with you on the day as there is limited photocopying available at the venue

HANDOUTS

If you wish to provide materials for delegates at the conference, you need to bring these with you, as there will be no photocopying facilities available.

ON ARRIVAL

On arrival at the conference, please collect your badge and other materials. Friendly staff will be on hand during opening hours to answer your questions and provide information about the conference, venue, and surrounds.

SESSION CHAIRS

Please be at the appointed session room at least 10 minutes before your session to meet with the session chair. You may want to:

- Familiarise yourself with the timing system - A timing system will be used to help you finish your presentation on time. Please speak with your session chair about how this operates. All sessions will

start and stop on time, and this will be strictly enforced by the session chairs. If you exceed your allotted time, the Session Chair may stand up and ask you to stop.

- Discuss how and when to distribute handouts (if you have brought them with you)
- Learn how to use the AV equipment
- Discuss how Q&A and discussion time will be managed

PROGRAM

The program is available on the AARE 2022 website. Please review the program for more details about your session date and time, and other presenters in the same session.

We ask that you please check that your name, organisation, presentation title and abstract are correct. If there are any minor changes, please advise the conference office by Friday 4 November 2022 at aare@conferencenational.com.au.

SCHEDULING CONFLICTS

Please contact the conference office immediately to advise of any conflicts in scheduling. Requests for changes must be made in writing and as soon as possible.

Note: All requests will be forwarded to the program committee for due consideration, but we cannot guarantee that a change can be made once the program is finalised.

FURTHER INFORMATION

If you require any further information about registration, program or venue please contact the Conference Office or visit the website www.aareconference.com.au.