

# INAUGURAL CONFERENCE FOR OT AUSTRALIA NSW–ACT 2009

## Initiate | Participate | Achieve

12–13 November, Sydney Convention & Exhibition Centre



### Presentation Information

Dear Presenter

We are looking forward to welcoming you to the *OT Australia NSW-ACT Conference 2009*, 12 – 13 November 2009 at the Sydney Convention & Exhibition Centre.

As a presenter at the conference please carefully read the following information.

*Staging Connections* will handle all audiovisual requirements. Please refer all audiovisual enquiries and questions to [otnswact@stagingconnections.com](mailto:otnswact@stagingconnections.com).

### Presentation Format:

- As an oral presenter your presentation time is 20 minutes including question time. As a workshop presenter your presentation time is 90 minutes including question time. Please ensure you keep to your allocated time.
- Each session room will be set up with theatre style seating with lectern, microphone and data projection equipment including computer (PC), with computer audio, and screen.
- Presentations must be in Microsoft PowerPoint format. Please provide PC based presentations, as MAC computers will **not** be available.
- Any video clips are to be in either AVI or WMV format playable in PowerPoint. If using MAC based files you **must** convert your files (eg Quicktime etc) to AVI or WMV files. DVD players will **not** be provided. If you require assistance with file conversion, please send request to [otnswact@stagingconnections.com](mailto:otnswact@stagingconnections.com)
- Internet will NOT be available in the session rooms.
- If you have requirements beyond the standard audiovisual equipment provided, please email your request to [otnswact@stagingconnections.com](mailto:otnswact@stagingconnections.com) by **Friday 23 October 2009**. Requests cannot be guaranteed, but will not be considered after this date.
- Design guidelines on PowerPoint slides are accessible from the website by clicking [here](#).

### Sending in Your Presentation:

- Please email presentations by **Friday 23 October 2009** to [otnswact@stagingconnections.com](mailto:otnswact@stagingconnections.com) and include '*NSW-ACT Presentation*' in the email subject heading and your name and abstract title in the body of the email. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Conference. A confirmation receipt will be sent when your presentation is *processed*.

- As presentations will be screening from a computer via a projector, presentations with large file sizes 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.
- If the file is over 10mb, please email [otnswact@stagingconnections.com](mailto:otnswact@stagingconnections.com) and request an FTP invitation. You will be sent a link to enable the upload of files between 10mb and 100mb.

#### **At the Conference:**

- Bring a PC based copy of your presentation on USB or CD.
- On arrival at the conference, please collect your badge and other materials at the registration desk. The registration desk will be open from 7.30m on Thursday 12 November and from 8m on Friday 13 November. We suggest that you arrive in plenty of time to register prior to program commencement.
- All presenters must report to the AV Technician at the conference at least 2 hours prior to your presentation. This is to ensure that presentations are correct, and requirements catered for. Presentations may be amended or re-submitted at this stage.

Please [click here](#) to view the Conference Program & advise if there are any discrepancies in your session details.

#### **Conference Materials**

If you wish to provide materials for delegates at the Conference, you need to bring these with you as there will be limited photocopying facilities at the conference.

However our recommendation is that you provide materials in electronic format (pdf) to the Conference organiser at [otnswact@thinkbusinessevents.com.au](mailto:otnswact@thinkbusinessevents.com.au) by Friday 23 October, so that these can be downloadable from the website.

All the above information will shortly be available on the website at [www.otnswact.com.au](http://www.otnswact.com.au). We are looking forward welcoming you to *OT Australia NSW-ACT Conference 2009*, 12 – 13 November 2009 at the Sydney Convention & Exhibition Centre and to your valued contribution toward a high quality program.

Regards

Tom Bevitt  
Program Chair

Conference Office:  
Think Business Events  
Ph: 02 8251 0045  
Email: [otnswact@thinkbusinessevents.com.au](mailto:otnswact@thinkbusinessevents.com.au)