

**Acoustics 2005, Busselton , Western Australia,
9-11 November 2005**



Guidelines for Presenters

General

- Papers will be organised into four parallel streams, and Chairs will be requested to make sure that presenters keep within the specified times so that delegates can move between rooms during the sessions.
- Papers will be presented in 20 minute slots. Presenters will have 15 minutes for their presentation and there will be a five minute discussion period.
- Presenters of plenary papers have 40 minutes (30 minutes for presentation and 10 minutes for discussion).
- Please plan your presentation to be within the above time limits to allow time for discussion. It is strongly recommended that you allow at least one minute per slide, so you should have no more than fifteen slides for a standard paper.
- You should provide your session chair with a short biography to be used when introducing you.
- Please consider mentioning how your paper relates to the theme of the conference ‘Acoustics in a changing environment’.
- Remember that not all of your audience will be specialists in your particular field of acoustics, so make sure you define all terms and pitch your presentation appropriately.

Presentation technology

- All rooms will have a computer with a data projector and an overhead projector.
- The computers will be PCs running Windows XP and will be equipped to display Microsoft PowerPoint presentations (Office 2003). They will also be equipped with Windows Media Player V10. Computers will be equipped with a CD ROM drive, a USB port, and a sound card. The sound card output will be connected to the room’s PA system.
- If you wish to use computer projection, you are required to bring your presentation on a Windows XP compatible USB drive or CD-ROM (standard 650 MB CDR closed single session format - **not** a DVD) for loading onto the presentation computer during the break prior to the start of your session. Remember that the other presenters in your session will be doing the same thing, so allow plenty of time to load and test your presentation. You should plan to use this method rather than connecting your own laptop to the data projector.
- Keep the PowerPoint presentation and any images/movies and sound files in the one folder and make sure you test the presentation on at least one other computer prior to the conference.
- Do not use any non-standard fonts in your presentation, as these won’t be available on the presentation computer. Animations, USB drives etc. should only use drivers that come with Windows XP.
- It is recommended that you bring at least two copies of your presentation to the conference with you, preferably on different media.