

Information for Presenters

Language

The presenting language of ACSW 2006 is English.

Checking in

Presenters are requested to register at least 2 hours (or as soon as desk opens at 8am) before their session at the registration desk so arrangements can be made to cover absences.

Setting up

You must attend the room in which your presentation is to be delivered 15 minutes before the commencement of the session. This allows the Session Chair to confirm your attendance, and allow you to introduce yourself to him/her and familiarise yourself with the venue prior to your talk.

Please bring with you a single paragraph summary including your name (as you would like to be introduced), affiliation and research interests (maximum 100 words) which the Session Chair can use to introduce you.

During these 15 minutes you should copy your presentation to the presentation computer or if you are using your own equipment you should set it up – there is little time between presentations. If you have requested optional equipment (such as whiteboard or OHP) you should ensure that it is in the room. Make sure you know how the audio system works in the room and whether if you roam you will be heard.

Timing

Please check the program for the exact time of your session and where your paper falls within the session. Please keep strictly to the time guidelines. The Session Chair will be instructed to ensure that you do not overrun.

Keynote Speaker

The duration of the keynote presentation will be between 1 - 1.5 hours (discuss with your conference chair). You should allow at least 10 minutes of that for questions.

Invited Speaker

The duration of the invited speaker presentations will be between 45 minutes - 1 hour (discuss with your conference chair). You should allow at least 10 minutes of that for questions.

Full Paper

The duration of the full paper presentation will be 25 minutes. This is 20 minutes for your talk, with 5 minutes for questions and discussion. After each presentation there will be a 5 minute break to allow the audience to move between sessions.

Short Paper

The duration of the short paper presentation will be 14 minutes. This is 12 minutes for your talk, with 2 minutes for questions and discussion. After two short presentations there will be a 2 minute break to allow the audience to move between sessions.

Handling Questions

After each presentation there is a short amount of time for questions. The Session Chair will control the questions in question time, and keep to the schedule. To ensure that the audience has heard the question please repeat the question if the questioner does not use a microphone.

Equipment

You can bring and use your own presentation equipment, eg laptop or PDA, but the organising committee can not guarantee that it will work with the projector, other equipment or the internet.

The following presentation support equipment and software will be available for your use:

- Windows XP PC Pentium IV 2.6 GHz
 - Browsers: Firefox 1.5 and Internet Explorer 6
 - MS Office XP which includes PowerPoint XP
 - Adobe Reader v 7.0.5
 - Audio from computers can be accommodated.
- Screen
- Data projector
- Lectern with microphone & speakers
- Lapel microphone (Plenary Hall, Boardwalk Gallery)

The following facilities can be made available on request. If you require any of these facilities, please send an email to acswwtech@leven.comp.utas.edu.au

- Internet Access
- Overhead Projector
- Whiteboard plus pens
- iMac G5 1.9Ghz, MacOS X 10.4.3, with Office X which includes PowerPoint X
 - Browsers for the iMac are Firefox 1.5 and Safari 2.02.

The following equipment is available in the Plenary Hall for the keynote speakers:

- Data projector
- Large screen
- Electronic whiteboard
- PC with software as above with remote mouse
- Laser pointer
- Lectern with microphone & PA system
- Lapel microphone
- 2 x table microphones
- 2 x aisle microphones

Please note: There are no slide projectors and internet access for a presentation is planned to be available on request but can not be guaranteed. Have a back-up plan if internet access fails.

You should bring a copy of your file on a CD or on a USB "key drive" (we cannot read zip disks or floppies at the conference site). If you would like us to ensure your presentation will work on the supplied PC or Mac please email your file in advance to acswwtech@leven.comp.utas.edu.au

There will be a computer room available for you to edit your files at the conference.