



Oral Presentation Guidelines

INTRODUCTION

The Conference Committee would like to thank you for presenting at the upcoming Australian Association for Research In Education Conference 2023 at the University of Melbourne. These guidelines aim to provide you with some assistance in planning for your presentation.

ABOUT YOUR PRESENTATION

Please refer to the program on the AARE [website](#) to see when your presentation has been scheduled.

Presentation formats

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

If you have any questions please email aare@thinkbusinessevents.com.au

Note:

- 1) You are expected to arrive at least 5 – 10 minutes prior to your scheduled session time to meet with the chair of the session.
- 2) A timing system will be used to help you finish your presentation on time. Please speak with your session chair prior to the start of the session to familiarise yourself with the timing system. All sessions will start and stop on time, and this will be strictly enforced by the session chairs.

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.

REGISTRATION

All presenters must register, pay the applicable registration fees and be able to present at the conference or organise a replacement in order 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-2> 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.
- PowerPoint Remote
- 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@thinkbusinessevents.com.au by **Monday 13 November 2023**. 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 'Page Setup'. In 'Page Setup', under 'Slides sized for', select "On Screen Show 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.

If you have used any special nonstandard fonts please be sure to bring these with you as well.

MAC presentations

If your presentation was created on a MAC and converted to run on a PC, you must convert your files (eg. Quicktime etc) to AVI or WMV files. Please test it before you come to the conference. Make sure that the hyperlinks still function.

If your presentation only runs on a MAC computer and you wish to bring your own device, please see the registration desk upon arrival. Please bring a HDMI adapter along with you. We recommend coming in early and testing your presentation in your allocated room on a break to ensure it is all in working order.

Images & 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.

WHAT TO BRING ON THE CONFERENCE DAY

What?	Comment
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.

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 2023 [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 3 November 2023** at aare@thinkbusinessevents.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.

TRAVEL VISAS

If travelling internationally please visit the Australian Government website to review the Visa requirements – [Department of Immigration and Border Protection](#).

If any entry visa is required, please allow sufficient time for the application procedure. We recommend that you allow at least twelve weeks prior to the start of the conference. This process may take longer in certain countries so we therefore suggest that you contact your nearest Australian Embassy or Consulate to determine the appropriate timing of your application. We also recommend that you register and pay

to attend the conference and present the confirmation documents when applying for a visa.

ON CONFERENCE DAY

VENUE

When: 27 – 30 November 2023

Venue: The University of Melbourne

Address: The University of Melbourne - Sidney Myer Asia Centre, Swanston Street, Carlton 3010

Website: <https://www.unimelb.edu.au/>

REGISTRATION & NAME BADGES

Registration Desk: The Registration Desk will be located in Wilson Hall.

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.

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.

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