INFORMATION FOR LIGHTNING TALK PRESENTERS

CONFERENCE OFFICE

Think Business Events
Unit 17, 3 Westside Avenue
Melbourne VIC 3207 Australia
Telephone: +61 3 9417 1350
Fax: +61 3 8610 2170
Email: contact@autismineducation.org.au

INTRODUCTION

The Conference Committee thanks you for presenting at the upcoming *Aspect Autism in Education Conference*, 5 – 6 May 2016 at the Melbourne Convention & Exhibition Centre.

This Information for Lightning Talk Presenters document aims to provide you with some assistance and guidance on planning for your presentation.

All presenters must register for the *Aspect Autism in Education Conference* in order to be able to present.

ABOUT YOUR PRESENTATION

PRESENTATION LENGTH

Type	Presentation	Questions and Answers
Lightning Talk	10mins	5 minutes to present and 5 minutes for discussion

Note: please ensure that your presentation does not go over your allotted time, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, we ask that all presenters be respectful towards their fellow session presenters.

By keeping to your 5 minute speaking allowance, will give the audience a chance to ask questions and delve deeper into the material that you are presenting.

All sessions will start and stop on time, and this will be strictly enforced by the session chairs.

PRESENTATION FORMAT

The purpose of the 5 minute Lightning Talk presentation is to give you the opportunity to briefly tell delegates about your work. You may choose to do this using a standard structure (aim, method, results, conclusion), or you can be more creative. This is a chance for you to encourage people to ask questions following your presentation or to meet you to talk to you further about your work in the Knowledge Café (see below) after the session. The 5 minute overview is an oral-only presentation. There will NOT be any provision for slides/AV support.

The Chair will be enforcing the 5 minute timeline strictly, so you will need to ensure that you are able to get across your most important message within this timeframe.

If you would like to see examples of how to talk about a project in short presentation we recommend viewing the 3-Minute Thesis presentations, where students have 3 minutes to present their research program. These videos are great example of making complex work really accessible to a broad audience: http://www.postgraduate.uwa.edu.au/news/3mt

AUDIO VISUAL

The session room will be set up with armchairs for presenters at the front of the room with theatre style seating for the audience. A hand held microphone will be provided for presenters to present from their seated position. Microphones for questions will be provided to maximise audience participation and interaction.

To encourage a more informal interactive setting, presentations will <u>not</u> include any PowerPoint or other multimedia. The Chair will facilitate questions and comments from the audience via Twitter and microphones set up around the room.

KNOWLEDGE CAFÉ

This central hub located in the exhibition area in Level 1 foyer is designed for delegates to have access to presenters after their sessions, to ask questions and discuss topics raised during the presentation.

Hence we ask that in the catering break immediately following your presentation, that you make yourself available in the Knowledge Café. This area will be furnished with comfortable chairs as well as tea and coffee, in order to create an environment conducive to informal networking.

SESSION CHAIRS

Please be at the appointed session room *at least 5 minutes before your session* to meet with the session chair and discuss with the chair and fellow presenters how the session will run. You may want to:

- Discuss how Q&A and discussion time will be managed

HANDOUTS

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.

PROGRAM

The program is available on the conference website at http://autismineducation.org.au/program/

Please review the program for more details about your session date and time, and other presenters in the same session. If you have any changes, please advise the conference office by email by **13 April 2016** so that the information is correct for print and in the conference app.

- *Only presenters and co presenters will be listed on the website program and program handbook.* If you are a co-author or author, but you are not physically presenting at the conference, your name will not appear on the website program.

- *All authors and co-authors are listed on the abstract in PDF format* that can be downloaded directly from the website program page. Just click on the presentation title

and the abstract will open up (where an abstract has been provided).

- ***Only authors or co-authors can present at the conference.*** If you are not a listed co-author and are presenting on behalf of one of the authors, please contact the conference office for prior approval.

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.

WITHDRAWAL POLICY

If you choose to withdraw your presentation, please inform the conference office **in writing** immediately. The designated contact person is responsible for notifying all co-presenters and co-authors about the presentation being withdrawn.

NOTE: A withdrawn presentation will not be reinstated.

SOCIAL MEDIA

If you are approached by media or should you want to post anything across your own social media platforms about the conference, please refer to the official messaging below:

Key message:
I'm excited to be speaking at the Aspect Autism in Education Conference on 5 – 6 May 2016, Melbourne Convention and Exhibition Centre. The Conference will bring together international and national speakers and delegates to help bridge the research-practice gap through an engaging and innovative conference program. Together we will share knowledge to drive innovation that will put evidence-informed programs into classrooms, schoolyards, pre-schools and post-school options. I hope you will join me to hear from people on the autism spectrum, educators, researchers and other professionals in the autism field as we all strive for the best possible outcomes with people on the autism spectrum across Australia.
To learn more or register to attend, visit www.autismineducation.org.au

Social media:
Aspect Twitter handle: @AutismSpectAust
Aspect Facebook account: Autism Spectrum Australia (Aspect)
Conference hashtag: #AIEConf16

Conference contact:
Denise Broeren: deniseb@thinkbusinessevents.com.au
Conference website: http://autismineducation.org.au/

ON CONFERENCE DAY

VENUE

Day and date: 5 – 6 May 2016
Venue: Melbourne Convention & Exhibition Centre
Address: 1 Convention Centre Pl, South Wharf
Website: www.mcec.com.au

REGISTRATION & NAME BADGES

Registration Desk: The Registration Desk will be located in the Exhibition Hall at the Melbourne Convention & Exhibition Centre, Melbourne.

Opening Hours:

Day	Hours
Thursday 5 May 2016	0800 - 1800
Friday 6 May 2016	0800 - 1600

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

GETTING THERE

Getting to the venue

The Melbourne Convention & Exhibition Centre (MCEC) is located on the banks of the iconic Yarra River in South Wharf, just minutes away from Melbourne's central business district and 25km from Melbourne Airport.

By SkyBus

The SkyBus transports visitors directly from Melbourne Airport to Southern Cross train station. This is an express service that departs every 10 minutes. Once at Southern Cross Station, catch a tram (or walk for about 10 minutes) to the MCEC. For further information and costs on the SkyBus, visit the website at: www.skybus.com.au

By taxi

Taxis are available on the ground floor level outside all three terminals. Ask the taxi driver to drop you off at the closest taxi rank located outside the DFO shopping centre on convention centre place (right beside the Centre and Hilton hotel).

By Hire Car

You can pick up a car from one of five rental companies at Melbourne Airport. Parking is available at the MCEC. For information on cost, access etc, please visit the website at:
http://mcec.com.au/your-visit/getting-there/

For further information on how to get to the Melbourne Convention & Exhibition Centre, please visit: http://melbourneairport.com.au/to-from-the-airport/overview.html

FURTHER INFORMATION

If you require any further information about registration, program or venue, please contact the Conference Office.

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passionate about conferences