



INFORMATION FOR PLENARY PRESENTERS

CONFERENCE OFFICE

Think Business Events
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thinkbusinesssevents
passionate about conferences

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 Plenary Presenters document aims to provide you with some assistance and guidance on planning for your presentation.

WHAT TO DO BEFORE THE CONFERENCE

Task	Due Date	Comment
Advise/Request special audio visual requirements to contact@autismineducation.org.au <i>(Please review the standard inclusions before making requests)</i>	8 April 2016	Optional
Upload your PowerPoint presentation to: https://mcec1.sharefile.com/r-rf3984a9f814420fa <i>*Please also bring a copy of your presentation on a USB stick to the conference</i>	3 May 2016	Recommended to upload. Mandatory to also bring with you to the conference.

ABOUT YOUR PRESENTATION

PRESENTATION LENGTH

Please refer to the program to see when your presentation has been scheduled and the length at: <http://autismineducation.org.au/program/>

Note:

- 1) You are expected to arrive at least five 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.

AUDIO VISUAL

Each session room will be set up with theatre style seating. Standard equipment will include:

- There may be a panel table with chairs at the front of the room. You may be asked to sit there or in the front row of the audience.
- Microphone at the lectern
- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint, computer audio and a projection screen.
- Lapel mics are available. Please advise the AV technician in the room (if required).

Any requirements beyond the standard audio visual equipment provided, please email your request to contact@autismineducation.org.au by 8 April 2016.

Requests cannot be guaranteed and will not be considered after this date.

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 to be in either AVI or WMV format playable in PowerPoint. Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.

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. Avoid using a rewritable CD (CD-WR).

If you require assistance with the file conversion, please send request to contact@autismineducation.org.au

As presentations will be screening from a computer via a projector, presentations with 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.

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.

SENDING YOUR PRESENTATION FILE

The AV support team at the Melbourne Convention Centre will handle all audiovisual requirements for the Aspect Autism in Education Conference.

Presentations are to be uploaded to: <https://mcec1.sharefile.com/r-rf3984a9f814420fa> prior to the conference. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the conference.

WHAT TO BRING ON THE CONFERENCE DAY

What?	Comment
Copy of your PPT file on a USB	Please label it with your name, presentation and session title. NB. Even if you upload your presentation via the link provided prior to the conference, please also bring a back up copy with you on the day.
Handouts	If you wish to give handouts to conference participants, they will be your responsibility to provide.

SPEAKER PREPARATION ROOM

The Speaker Preparation Room is located on Level 1, near the Registration Desk at the Melbourne Convention & Exhibition Centre for the use of all Aspect Autism in Education presenters. Audio Visual support technicians will be available and computers supplied to allow presenters to preview or make finishing touches to their presentations.

All speakers are required to check in at the Speaker Preparation Room well before their session (recommended 2 hours prior or the day before). This will ensure their presentation can be opened and loaded onto the conference computer system. All final adjustments can be made at this time and updated files can be re-submitted at this stage. Check in at the conference registration desk to receive additional information about the Speaker Preparation Room.

Technicians will also be available in all the rooms to assist speakers with their presentations if required.

The **Speaker Preparation Room** will be open during the following times:

Thursday 5 May 2016	07:30 – 16:00
Friday 6 May 2016	07:30 – 14:30

KNOWLEDGE CAFÉ

This central hub located in the exhibition area 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 RECORDING

At this stage, we are planning to audio record and film plenary sessions on Thursday morning and Friday afternoon. However this may be extended to include other sessions.

We would also like to upload PowerPoint presentations to the website after the conference.

An email will be sent to indicate permission, prior to the conference. If you have any questions about this, please contact the conference office by email at contact@autismineducation.org.au

SESSION CHAIRS

Please be at the appointed session room **at least 5 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.
- Discuss how and when to distribute handouts (if you have brought them with you)
- Update the chair on your biography if it has changed prior to your submission
- Learn how to use the AV equipment
- 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 for more details about your session date and time, and other presenters in the same session.

Please check that your name, organisation, state/country, presentation title and abstract are correct. If there are any minor changes, please advise the conference office by **13 April 2016**.

- **Your abstract has been linked to your presentation title.** Just click on the presentation title and the abstract will open up.
- **The program and abstracts will be made available on the conference smart phone app.** More details about the smart phone app will be released shortly.

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.

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

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 on Level 1, 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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