

BRIEFING NOTES FOR WORKSHOP PRESENTERS



Cairns Convention Centre 6-9 October 2010

The Royal Australian College of General Practitioners
and the Australian Association of Practice Managers
combined national conference

The GP10 Steering and Scientific Committees welcome your contribution to the **Royal Australian College of General Practitioners and the Australian Association of Practice Managers combined national conference.**

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these briefing notes ahead of time** to ensure your presentation is successful.

GENERAL INFORMATION

As a presenter you will need to check in at the registration desk when you first arrive at the conference to collect your name badge and other related materials. From there you will be directed to the Speaker Preparation Room where you must check in with the audio visual technicians.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the Foyer of the Cairns Convention Centre. The desk will operate during the following times:

Wednesday 6 October 2010 0730 – 1800
Thursday 7 October 2010 0730 – 1800
Friday 8 October 2010 0745 – 1700
Saturday 9 October 2010 0745 – 1630

TIME ALLOTTED

Please check the Program to confirm your scheduled presentation day and time. The program is available at www.gp10.com.au

In the interests of fairness, please ensure that you keep to your allotted time frame. You are encouraged to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

SPEAKER PREPARATION ROOM

The speaker preparation room is located on the mezzanine level in the foyer area of the Cairns Convention Centre.

The Speakers Preparation Room will be open during the following times:

Wednesday 6 October 0700 – 1700
Thursday 7 October 0700 – 1730
Friday 8 October 0730 – 1700
Saturday 9 October 0730 – 1500

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the Conference:

- One projection screen
- One lectern
- One data projector
- Microphone attached to the lectern
- PowerPoint playing facilities

Overhead and Slide Projection will not be available.

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. Requests will try to be accommodated however cannot be guaranteed.

A technician will be available to assist with any problems that may arise.

POWERPOINT PRESENTATIONS

Presenters are strongly encouraged to email PowerPoint presentations to our audio visual technicians at gp10@arinex.com.au prior to the conference.

You may wish to provide your PowerPoint presentation on site. If so, please ensure you visit the Speaker Preparation Room **at least 3 hours** prior to the start of your session, or if possible the day prior to your session.

If you email through your presentation, you are still required to visit the Speaker Preparation Room to check your presentation and receive instructions on using the audio visual equipment.

Powerpoint presentations will be posted on the GP10 website. When you arrive onsite you will be requested to sign your approval for this. Should you not want your presentation to be posted on the website please advise the AV technician in the speakers preparation room

PRESENTER PROCEDURES

- Please be in your allocated session room **no later than 15 minutes before** the start of your session to meet the Chair person and check in with the AV technician.
- Your presentation will be set up ready in the room ready for the speaker or chair to click on the presenter name. If you are not familiar with this process, visit your session room early or go to the Speaker Preparation Room.
- Lectern microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the duty technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation or as directed by the Chair.
- The Chair person will time your presentation and give you a warning signal at 5 minutes remaining and at time up. In the interest of keeping the sessions to time, the Chair person will be instructed to stop presentations that run over time.

SET-UP

The room will be set up with a lectern and microphone at the front. All presenters are asked to sit in the front row where they will be called to the lectern by the Chair person. The room setup will be theatre style seating.

LANGUAGE

Please note that the official Conference language is English. All presentations must be made in English.

FURTHER ASSISTANCE

If you require further assistance, please contact the Conference Managers, **arinex** at:

Website: www.gp10.com.au

Email: gp10@arinex.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

Thank you for your help in making GP10 a success.