

Presenter Tips and Guidelines

Submitting your presentation to the Mine Waste 2010 team

Important! Please take the time to read through this material before preparing your presentation.

Please create your presentation in *Microsoft Office PowerPoint*. Your presentation will be delivered from an event laptop. If you will be including such things as computer modelled graphics, sound or embedded videos in your presentation, we invite you to submit your draft presentation for checking by **Monday 20th September 2010**. This allows us sufficient time to check your presentation and troubleshoot any image or computer problems. Please forward your presentation via email (up to 7 Mb) or on CD Rom. For larger files please upload to our FTP site, go to www.minewaste2010.com/authors_corner for instructions. Please keep the size of your presentation, video, sound and graphics files as small as practical so that your presentation will run smoothly.

Your presentation needs to be loaded onto the event laptop prior to your presentation time. There will be a remote mouse, laser pointer, lectern and lapel microphone for your use. If you require a projector for 35 mm slides, or any other equipment, please advise us at least one week prior to the seminar.

Biographical notes

Each presenter must provide 'bio notes' as these will be given to the session chairperson in order for them to introduce each speaker. Please see examples in the Author's Corner of the website. Please forward your bio notes to us by **Monday 6th September 2010** so that we may deliver them to the chairpersons prior to the event.

At the event

A Mine Waste 2010 team member will be available at the seminar to assist you with your presentation. **It is imperative that your presentation is completed, loaded onto the event laptop and tested prior to the start of each day's proceedings.** We encourage you to submit your FINAL presentation (via CD or USB) at the seminar pre-registration, which will be held from **5.00–6.00pm** on **Tuesday 28 September 2010** at the Sheraton Hotel, Perth, Western Australia.

Alternatively, should you wish to do a final check or make any amendments to your presentation at the seminar, please see a Mine Waste 2010 team member as early as possible, we will be available each day from 7.30am. Please ensure that you have a backup copy of your presentation at the seminar.

PowerPoint template

Please create your presentation in *Microsoft Office PowerPoint*. A PowerPoint master template is not available for this seminar.

Please do not hesitate to contact us if you have any queries

Australian Centre for Geomechanics | Ph: +61 8 6488 3300 | bel@acg.uwa.edu.au

page 1

PowerPoint Tips

- Backgrounds should be in direct contrast to text colours.
- Colours for either text or backgrounds should be bold, sharp and aesthetically pleasing. Please note that some attendees may have colour blindness.
- Font selection is a matter of personal choice. Fonts that are overly decorative should be avoided. Fonts used should be clear and readable.

Graph, charts and maps

Graphs, charts and maps that rely on colour alone can work if you are dealing with two or three colours only. More than this and the graphics become confusing. If your diagram needs more than three colours it may be preferable to use patterns to delineate areas and borders. **Please note:** colours do not always display correctly in a projected presentation so please try to avoid using similar shades of colours.

Selling your services

Presenters who refrain from talking about the seminar topics and instead promote their own services (however subtle) do more harm than good. Speakers that put forth independent presentations and opinions impress delegates. The time for networking is off the podium.

Timing

You have been allocated **20 or 30 minutes** to present – please check the online programme at www.minewaste2010.com/programme for the latest presentation times. Keep in mind that you should allow five to ten of those minutes for questions. Please do not run overtime as this throws the whole timing of the seminar out of sync. The session chair will indicate to you when your time is up.

We hope that you enjoy your time at the First International Seminar on the Reduction of Risk in the Management of Tailings and Mine Waste and we look forward to meeting you in September.

Regards,
The Mine Waste 2010 team