



# aes24

International **Evaluation** Conference

Conference workshops 16 & 17 September

Conference 18–20 September

Melbourne | Naarm | Australia

## PRESENTATION SPEAKER BRIEFING NOTES

The aes24 conference committee welcomes your contribution to this year's International Evaluation 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 the following instructions to ensure your presentation is both accessible and successful
- It is your responsibility to share this document with your co-presenters
- Carefully read the following instructions for more details – if you have any questions email [conference@aes.asn.au](mailto:conference@aes.asn.au).

## IMPORTANT INFORMATION AND INSTRUCTIONS

Note that the conference venue will only accept presentations saved in **Microsoft PowerPoint format**. Other document formats will not run on the venue equipment. You must format your PowerPoint files, in **16:9 widescreen aspect ratio** (**NOT** the power-point 4:3 format), and bring the file with you to the conference for lodgement with the onsite Speaker Preparation Room technician.

The room is located on the first floor of the Melbourne Convention Centre. Ask for wayfinding assistance at the conference registration desk on Level 1.

## ACCESSIBLE PRESENTATIONS

Take the time to read the [accessibility section](#) to ensure that your presentation is accessible. Accessible documents benefit all audiences by making information clear, direct, easy to understand and most importantly, usable by a wide audience.

## PRESENTATION FORMATS

Check out the [duration, length and format](#) of the presentations

## CULTURAL PROTOCOLS

Ensure you take time to read the [Cultural Protocols](#) which have been developed by First Nations AES members and adopted by the AES Board for observance at all AES meetings and activities.

## KEEP UP TO DATE: THE AES24 ONLINE CONFERENCE PROGRAM AND APP

Please check the online conference program for up-to-date information about your presentation time and room allocation. The online program can be found at:

- Desktop browser: <https://aes24.sched.com/>

**TIP: Log in to [aes24.sched.com](https://aes24.sched.com/) on your browser, to receive conference announcements, display your personalised conference schedule, and message presenters and delegates.**

**Conference WIFI access:** Username: aes\_2024 Password: Melb\_2024

**Social media hashtag:** #aes24MEL

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### REGISTRATION DESK

**Wednesday 18 September to Friday 20 September**

Location: Level 1 Foyer Melbourne Convention Centre  
1 Convention Centre Pl, South Wharf Vic 3006

Times: **Wednesday** 18 September, 7:30am to 4:00pm  
**Thursday** 19 September, 7:30am to 3:00pm  
**Friday** 20 September, 8:00am to 2:00pm

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### SPEAKER REGISTRATION DETAILS

1. **Collect your name badge** from the Registration Desk, located at Level 1 Foyer, Melbourne Convention Centre.
2. **Check-in your presentation at Speaker Support**  
After you have collected your name badge and other materials go to the Speaker Support Centre (located at Level 1 Melbourne Convention Centre) where you must **check-in your presentation**, formatted in 16:9 widescreen PowerPoint format, with the audio visual technician.
3. **Check-in time**  
At least 2 hours prior to presenting, except early morning which is one hour prior.

**Speaker Support Wednesday 18 September to Friday 20 September**

Location: Level 1 Foyer, Melbourne Convention Centre

Times: **Wednesday** 18 September, 8:00am to 4:00pm  
**Thursday** 19 September, 8:00am to 3:00pm  
**Friday** 20 September, 8:00am to 2:30pm

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### POWERPOINT PRESENTATION FORMAT

- Your PowerPoint presentation should be saved on a USB stick or drive in **Microsoft PowerPoint file format (only)** set up as **landscape orientation in the 16:9 (widescreen) aspect ratio**. (Although presentations prepared in 4:3 aspect ratio will still be displayed on the screen, they will not fill the entire screen.) The onsite technicians will copy your file onto a server that is networked to your presentation room.

- An AV technician will upload all presentations, which will be pre-linked so that session chairs (or presenters) can quickly and easily open them in order to keep the program on time.
- The Melbourne Convention uses smart lecterns running Windows and Microsoft PowerPoint. **Other software packages and apps are not supported.**
- Unless particular arrangements are made in advance, only limited Apple support is provided.

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## **PRESENTATION COMPUTER SOFTWARE**

### **Microsoft Windows with Microsoft Office, ONLY.**

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## **PRESENTATION SESSION PROCEDURES**

AV technicians are in constant attendance at the venue. Following is a brief explanation of the presentation procedures at the Conference:

- **Conference session**  
Your presentation is part of a conference **session** containing 2 or 3 other presentations. The session may also include up to 5 five-minute Ignite presentation (please check the [online program grid](#) to find out who else is presenting during your session).
- **Session location**  
Make yourself aware of the starting time and location of your session. The online program contains up-to-date information, and a venue map will be located in the online program and aes24 App closer to the conference date.
- **Session briefing**  
15 minutes before the start of the session, meet with your session chair (chairs will be listed on the online program not later than one week before conference commencement) and co-presenters in or near the allocated session room. **Note:** Most sessions start immediately following a break or plenary. Therefore, you must proceed to your session room during the break or when plenary Q&A commences.
- **Short bio**  
On arrival give the session chair a printed copy of a short (one to two lines) bio of every presenter in your presentation. Please also ensure that all your co-presenters have accepted the invitation to join Sched and created their profile. Email [conference@aes.asn.au](mailto:conference@aes.asn.au) with their name and email address if they have not received their Sched invitation.
- **Room equipment**  
A lectern with a computer will be available in each room. Please familiarise yourself with this equipment prior to your presentation. Roving venue technicians are on hand for support if needed.
- **Seating**  
Speakers and the session chair to sit either in the front row of seats or at the front table (should one be available), close to the lectern.
- **Please attend the whole of the session!**
- **Microphones will be on at all times.**
- In the unlikely event of a problem, the session chair will ensure that an onsite technician attends. Please continue so that you do not lose your timeslot.

- The session chair will **strictly time** your presentation and will let you know when you have 5 minutes, and then 2 minutes, left for your talk (use a prearranged signal), and allowing for some question time. Please ensure that you wind up your session on time to keep to the program timetable.

**The last 5 minutes of each session that is not followed by a break, is allocated to allow delegates to change breakout rooms if they are not staying for the next session.**

## **PRESENTATION ROOM SETUP**

To ensure accessibility for all delegates, presentation rooms are setup for the three days of the conference in theatre layout (except for rooms 104 and 105 which are set for interactive sessions, and Plenary I Auditorium which is a theatre set for panels).

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## **PRESENTATION ROOM EQUIPMENT**

Every presentation room is equipped with:

- screen/s
- an audio system
- a presentation lectern containing a computer
- lectern, and
- Q&A microphones if needed (if used, ask people sanitise their hands after using)

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## **ACCESSIBLE PRESENTATIONS**

**To support the participation of all people, the following points should be considered in relation to the use of media or interactive technology in your presentation to ensure accessibility and inclusion:**

### **Videos**

Any videos included in a presentation, developed in the lead up to or following an event, should include captions and be audio described. If a video is not going to be audio described, presenters should be reminded to verbalise any important visual elements such as on-screen text.

### **Images, photos and diagrams**

Any images, photos or diagrams included in a presentation (for example, displayed on a PowerPoint slide) should be described by the presenter so that people who are Blind or low vision can understand the context of what is being presented.

### **Text**

Any text used in a presentation should be written in plain English and include appropriate colour contrast (for example, white background and black font).

Any text that is specifically referred to on the screen should be read aloud as part of the presentation. That is, presenters should not say “As you can all see or read on this next slide ...”. Again, this ensures that anyone who cannot see or read the slides can understand the presentation.

Minimise the use of jargon, use an active voice, shorten sentences, and minimise punctuation.

## **Colour contrast check**

Ensure that you run your presentation through a [colour contrast check](#).

## **Comment platforms**

It is becoming increasingly common for event organisers and presenters to use real-time question, comment, and survey platforms online, such as Sli.do or Mentimeter.

While these are great tools for increasing audience engagement, it is important to ensure they are accessible to all participants. From an accessibility perspective it is also helpful to have a second option for people who wish to ask questions but who cannot engage with this technology, such as allowing time at the end of a presentation for any additional in-person questions.

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## **PRESENTATION FORMATS**

### **Short Paper**

Session time: 30 minutes

Duration: 25 minutes (15 minutes presentation)

Format: Formal presentation with audience Q&A

### **Long Paper**

Session time: 60 minutes

Duration: 50 minutes (30 minutes presentation)

### **Panel**

Session time: 60 minutes

Duration: 50 minutes (35 minutes panel discussion)

### **Hands-on Session**

Session time: 60 minutes

Duration: 50 minutes (Interactive)

### **Ignite Session**

Session time: 60 minutes (multiple presentations in one session)

Duration: 6 minutes (5 minutes presentation) Format: 20 slides auto-advancing every 15 seconds

### **Big Room Session**

Session time: 90 minutes or 60 minutes

Duration: Flexible, interactive and generate wide discussion

## **CULTURAL PROTOCOLS**

The AES Cultural Capacity and Diversity Committee has prepared the attached cultural protocol document. The Conference will commence with Welcome to Country. Presenters are encouraged to carefully read the following protocols and make appropriate acknowledgment to the people of the land they are visiting.

Naarm is located on the Country of the Wurundjeri people.

## **CULTURAL PROTOCOLS**

Indigenous communities in Australia have experienced significant imposed upheaval in our Country. Unlike some of our Indigenous brothers and sisters, Australia has no treaty with its Indigenous people, but despite this, we remain strongly connected to the Country of our ancestors. We are the traditional custodians of this land.

In Australia there are diverse Aboriginal language groups of different countries. An Aboriginal language group and connection to Country forms part of Aboriginal people's cultural identity. Aboriginal's peoples' connection to Country and to their cultural identity is maintained through a number of key institutions of culture. We have our own unique ways of keeping, preserving and practising our knowledge systems. Hence, for us as Aboriginal peoples it is important that we respect and affirm:

- own language and/or dialect;
- the Country where our families are from eg Wergaia, Gundiṯjmarā;
- our own laws and lore, customs, cultural practices and protocols; and
- our own beliefs, stories, keepers of stories, ceremonies and totems.

In situations where we are visiting another person's Country, i.e. not our own, it is appropriate to give acknowledgement to the people of that land. In a Conference setting, such as that run by AES every year, it is appropriate that the Conference organisers recognise the Traditional Owners in two ways, first by understanding the process of the Welcome to Country and then by understanding the Acknowledgement of Country.

The AES encourages its members to become familiar with the distinctions between these two events and to use them appropriately when acting as a representative or member of the AES.

### **Welcome to Country**

A Welcome to Country is where an Aboriginal or Torres Strait Islander Traditional Owner, Custodian or Elder welcomes people to their land. Protocols for welcoming visitors to Country have been part of Aboriginal and Torres Strait Islander cultures for thousands of years.

Therefore, a Welcome to Country can only be offered by a Traditional Owner.

Welcome to Country always occurs at the opening of a large or significant event and has to be the first item on the program. The local Aboriginal or Torres Strait Islander Custodian or Traditional

owner conducts the ceremony and this may be done through a speech, song, ceremony or a combination of these things. It is important for the Traditional Owners to be comfortable with the arrangements and is held as a sign of respect.

Prior to the event, organisers are advised to seek advice on who should perform the Welcome to Country. Local Aboriginal or Torres Strait Islander people may be able to assist identify the Traditional Owners of that country. Organisers may also seek advice from Regional Aboriginal Land and Sea Councils or from the appropriate government department responsible for Indigenous Affairs, or major Indigenous peak bodies (e.g. an Aboriginal Medical Service).

Once having identified the correct people to undertake the Welcome to Country the organisers should then spend time, preferably face to face, explaining the type of public event which is being organised and how best to prepare for this.

It is important to consider that the performing of a Welcome to Country ceremony is a right of the local Aboriginal Traditional Owners and not a privilege.

### **Acknowledgement of Country**

An Acknowledgement of Country does not replace a Welcome to Country. Usually an Acknowledgement of Country is done at smaller gatherings. It is carried out to show respect to the Traditional Owners. It is strongly encouraged that an Acknowledgement of Country is conducted at the start of AES Board meetings, the Regional Meetings, and may also be given at any other meeting already opened with a Welcome to Country.

An Acknowledgement of Country is a way of showing respect and awareness of Aboriginal and Torres Strait Islander owners of the land on which a meeting or event is being held, and of recognising the continuing connection of Aboriginal and Torres Strait Islander peoples to their Country. It is a demonstration of respect dedicated to the traditional custodians of the land or sea where the gathering of participants is being conducted.

In order to offer an Acknowledgement of Country it may be helpful for people to know that:

- There are no set protocols or wording.
- It need not be an elaborate ceremony, and may consist simply of a few words.
- It is offered at the beginning of a meeting, speech or formal occasion.
- It is the **minimum** standard protocol for any meeting or gathering.

To make an Acknowledgement of Country really meaningful and not a token gesture, it is important people find out that name of the Aboriginal group and nation who are the Traditional Owners of the area and learn how to properly pronounce their names.

Below we provide some examples of how you might structure an Acknowledgement to Country. Remember there is no one correct way – the important thing is to be genuinely respectful of what Traditional Owners have given up as a consequence of sharing their lands with non-Aboriginal people, and their ongoing and profound connection to that land.

### **Examples of Acknowledgement of Country:**

I would like to acknowledge the ..... people who are the traditional custodians of this land.

I would also like to pay my respects to Elders past and present of the ..... nation, and I extend that respect to other Indigenous people who are present.

I would like to acknowledge that we meet on Aboriginal land, the land of the ..... people of the .....nation. I like to pay respect to their Elders past and present.

**NB:** If you don't know, are uncertain or can't find out who the Traditional Owners are, it is better NOT to name any specific peoples and instead use the acknowledgement below:

I would like to acknowledge the traditional custodians of the land on which we meet today and pay my respects to the Elders past and present.

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More information can be found at the following website:

<https://www.reconciliation.org.au/>

<https://www.reconciliation.org.au/acknowledgement-of-country-and-welcome-to-country/>