



## Symposium Presenter Guidelines

Thank you for being a part of the Sixth International Conference on Traffic and Transport Psychology. The Conference Organising Committee looks forward to welcoming you to the conference, and in ensuring your presentation runs smoothly.

This guide is designed to help you prepare for your conference presentation, and includes some hints and tips for a successful presentation and conference experience.

### **Presenter Instructions**

Please go to the room that you will be presenting in at least 15 minutes prior to the start of your session to ensure that your presentation is ready to go. The Chair of each session will introduce the speakers so please make yourself known to him/her prior to the start of the session.

You have been allocated 90 mins for your symposium presentation.

The Session Chair will introduce you at the beginning of your talk, and will facilitate questions from the audience at the end. The Chair will also provide guidance on your speaking time and show "5min to go", "1min to go" and "time's up" signs as your presentation time counts down.

### **Uploading your Presentation**

All conference speakers are required to upload their presentation via the Speaker's Preparation Room at least 2 hours prior to your presentation time.

Presentations should be brought to the venue on a portable storage device such as a USB drive. Please also ensure you have access to your presentation in a web-accessible back up file such as email or DropBox.

The Speakers Preparation Room will be located on the Arbour Level of the conference venue. Please ask the registration staff for directions if you have difficulty locating it. The room will be open and staffed during the following dates/times:

- Tuesday, 2 August: 8am – 5pm
- Wednesday, 3 August: 8am – 5pm
- Thursday, 4 August: 8am – 5pm
- Friday, 5 August: 8am – 3pm

A venue technician will be available to assist you with your presentation upload, and to ensure it is linked to the correct room and session.

Please note, the computers can only be used for presentation uploads, and not for working on.

### **Session Room Provisions**

Each conference session room will be equipped with a lectern and microphone, screen and projector with a laptop PC (not Mac). A wide screen will be used for the presentations with the resolution 16:9 (width: height) and will be operated by a remote mouse. PC audio and video will also be available. If you are using video files, the preferred format is MP4.

Any special requests outside of these parameters should be advised as soon as possible to ensure we can accommodate your presentation.

In the interest of running seamless transitions between sessions, presenters cannot use their own laptops. All slideshows will be copied onto the main presentation machines. If you have any questions/comments, please email the conference managers on [icctp2016@qut.edu.au](mailto:icctp2016@qut.edu.au).

### **Registration**

For those of you, who have not yet registered, please complete your registration online at <http://icctp2016.com/about-conference/registration/>

Should you have any questions about the registration process, including accommodation and social events, please contact the Conference Managers by emailing [icctp2016@qut.edu.au](mailto:icctp2016@qut.edu.au) or call 07 3138 9357.

### **Conference Fact Sheets**

- **Fact Sheet 1:** [Getting the most out of conferences – How to be a Great Conference Delegate](#) – What to do before, during and after the conference to ensure it is the best experience for you that it can be.
- **Fact Sheet 2:** [Designing your PPT Conference Presentation](#) – Step by step points for your PowerPoint design, including slide design, font size, number of slides, technical specifications etc. Make your presentation the best it can be for your entire audience.
- **Fact Sheet 3:** [Getting the most out of your \(Oral\) Conference Presentation](#) – How to plan and deliver your oral presentation, including how to plan, how to rehearse, how to deliver, knowing your body language etc.