



## SPEAKER BRIEFING NOTES

The International Conference on Radar (Radar 2018) Organising Committee welcomes your contribution to the 2018 Conference program.

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 guidelines ahead of time** to ensure your presentation is successful.

### REGISTRATION DETAILS

#### Prior to the Conference

All presenters are required to register for the Conference. If you have not done so already, please visit [www.radar2018.org/](http://www.radar2018.org/) and complete the registration form.

#### Onsite at the Conference

Speakers will need to register 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 and upload your presentation.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located on the **Boulevard Level** on level three of the Brisbane Convention & Exhibition Centre. The desk will operate during the following times:

Monday 27 August 2018..... 0700 – 1900  
Tuesday 28 August 2018..... 0800 – 1700  
Wednesday 29 August 2018 ..... 0800 – 1800  
Thursday 30 August 2018..... 0800 – 1400  
*\*times subject to change*

### SPEAKER PREPARATION ROOM

The Speaker Preparation Room is in the **Arbour Speakers Lounge** on Level 2. Please refer to the venue floor plan which will be included in the Conference App.

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

Monday 27 August 2018..... 0700 – 1700  
Tuesday 28 August 2018..... 0700 – 1600  
Wednesday 29 August 2018 ..... 0700 – 1600  
Thursday 30 August 2018..... 0700 – 1200  
*\*times subject to change*

All oral speakers are asked to load their presentation **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested. You will be briefed on how to use the system when you meet with the audio visual technicians.

### AUDIO VISUAL EQUIPMENT

The following audio-visual equipment will be available in every room at the Conference:

- Projection screen and data projector
- One lectern with presentation computer (Windows OS)
- Microphone attached to the lectern



Overhead and Slide Projection will not be available.

Internet access will be available from the lectern at a slow speed. This means that viewing websites will be possible, however playing videos directly from the internet will require a dedicated connection.

**Please note:** Should you require additional equipment or internet capabilities it is essential that you contact the Conference Managers to discuss your requirements. In some instances, internet content is restricted through the venue's internet server. If you require access to particular websites during your presentation, please discuss the requirements with the Conference Managers in advance. We will try to accommodate requests, however this cannot be guaranteed.

A technician will be available to handle any problems that may arise on the day.

## SESSION DETAILS - CHECK AHEAD

Please visit the Conference website [www.radar2018.org/](http://www.radar2018.org/) to confirm your session time within the program. The program is subject to change so please ensure you check any changes on the 'Program Changes' board located at the registration desk onsite or refer to the most up to date program on the website or mobile app.

## TIME ALLOCATION

The length of your presentation 15 minutes plus 5 minutes for question and answers.

In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The session chairperson will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, please keep to the program running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

## SESSION VENUE – ARRIVE EARLY

Please assemble in your session room **at least 10 minutes prior** to the start of the session. This will allow time for the Chairs to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

## PRESENTATIONS

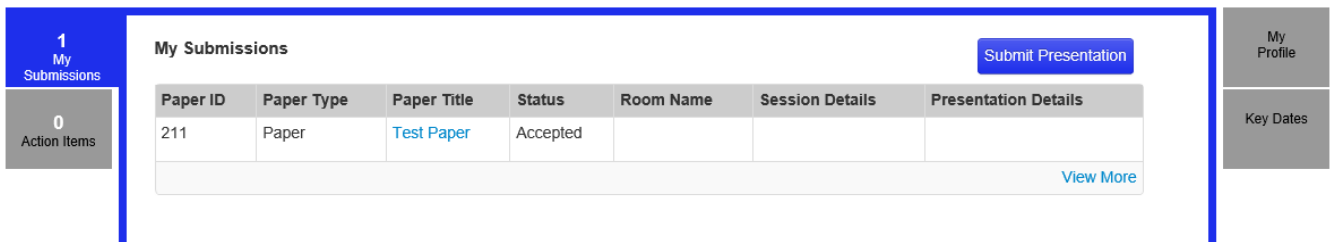
Types of presentations allowed:

- PowerPoint format (16:9 .ppt/.pptx) only and video will be accepted and must be embedded into the PPT or PPTX file. Any video included must be viewable within your presentation time if this is part of your presentation
- PDF Presentation format

Speakers are strongly encouraged to upload their presentations via the speakers' portal before the deadline of **Tuesday 21 August 2018**. Please visit the eOrganiser portal you used to submit your presentation: <https://radar2018-c10000.eorganiser.com.au/index.php?r=site/login>

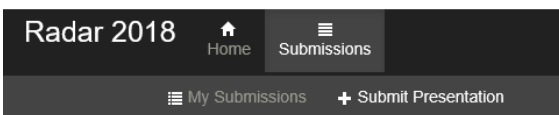
Please follow the below steps to upload your presentation to the speakers' portal

1. Log into the speakers' portal using your author login details: <https://radar2018-c10000.eorganiser.com.au/index.php?r=site/login>
2. From the home screen select the blue button "Submit Presentation".



Paper ID	Paper Type	Paper Title	Status	Room Name	Session Details	Presentation Details
211	Paper	<a href="#">Test Paper</a>	Accepted			

Alternatively, you can click on "Submissions" near the top of the screen and then select " + Submit Presentation" as per the screenshot below:



3. Select your accepted oral paper from the drop-down menu and click the "Submit Presentation" button.



### My Submissions

Select Submission :

4. Upload your presentation in .PPT or .PPTX or PDF format. Please note that we cannot accept MAC presentations. Should your presentation be in MAC format, it is imperative that this be converted to .PPT or .PPTX format.
5. Select whether you give permission for audio/video recording during your presentation and whether you give permission for your presentation to be used post-conference in PDF format.
6. When you are ready to submit your presentation, select the blue "Submit" button at the bottom of the screen.
7. Once your presentation has been submitted a note will appear near the top of the screen which states "Thank you for submitting your presentation. This will be made available at the conference". On the "Presentation" tab the status will now be listed as "Submitted".

Presentations should be uploaded to the eSpeaker Portal in advance, however if you have problems doing so you can do this onsite when you arrive.

Please note: Standard PowerPoints need to be adjusted to fit the projector to avoid black edges on slides. Please ensure your PowerPoint is in 16:9 and **not** 4:3. To adjust your presentation in PowerPoint, please [click here](#) to follow these steps.



*If you upload your presentation via the speakers' portal, for peace of mind as your presentation approaches, we advise that you visit the speaker preparation room two hours in advance to double-check that your presentation is uploaded and queued. The Speaker Preparation Room is located in the Arbour Speakers Lounge on Level 2.*

If you have any questions please email these directly to [radar2018@arinex.com.au](mailto:radar2018@arinex.com.au)

### **If you do not have PowerPoint installed**

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

- Please [click here](#) to download OpenOffice.
- Please [click here](#) for further information on using OpenOffice.

## **SPEAKER PROCEDURES**

There will be an AV technician in constant attendance within the venue. Following is a brief explanation of the audio visual procedures onsite at the Conference:

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will assist.
- Keep track of time. Please be aware of what warnings your session chairperson will give you about your presenting time and when these will occur.

## **LANGUAGE**

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

**Thank you for your help in making the International Conference on Radar 2018 a success.**

**For further details or assistance, please contact the Conference Managers.**

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