



## Speaker guidelines

### Audio visuals (if required)

- All session rooms are provided with data projection, laser pointer and microphone (AMDC301, ADMC 501, AMDC502).
- The machines in AMDC level 5 are Macs and AMDC301 is a PC. Please ensure that your fonts are formatted appropriately (Rooms will be scheduled on the draft schedule).
- You can upload your presentation to USB, sign in online, or you can connect your own laptop. There is no provision for the use of datacards with these computers.
- Please upload your presentation in the setup time prior to the beginning of your session.
- Presentations should be set up for a conventional PowerPoint slide size.
- Preferred format for video files is WMV, AVI or MPEG4. If using video – please include this on your USB and set up before your session.

### Skype presentations

- Please confirm with Kirsten Day the time of your session and confirm the time difference. The program will be sent in the next week – please check your schedule.
- Please provide your preferred skype address ASAP so a test can be made prior to the start of the conference.
- Please send a copy of your presentation before the session – in the case of worst-case-scenario where we need to work voice only – or worse still phone.

### Speaker preparation

- All sessions will have a speaker timing device that will be set by the session chair. You will be notified by the chair when you have 10, 5, 2 and 1-minute remaining.
- We recommend that you have a final slide with key points/conclusions in case you run out of time and need to advance you presentation to your final slide in order to keep your presentation session on time.

## Chairing of session

Please meet with the chairperson of your session 10 minutes prior to the commencement of the session, in the session venue. Chair will be listed on the final program.

Please prepare a few lines about yourself (both presenters and co-presenters) so that the chair can introduce you to the audience at the beginning of your presentation.

## Session guidelines

If you would like access to the venue before the conference to practice or test your computer/visuals – please let Kirsten Day know.

## Visuals

All opening sessions will be held in AMDC301 lecture theatre – the computer in this room is a PC. Please ensure that your fonts are formatted for PC or save your file as a PDF to fix fonts.

## Opening sessions (Thursday + Friday)

### Thursday

9.10-9.20 Professor Aleksander Subic, Deputy Vice Chancellor (Research and Development)

- Key points
  - Acknowledgement of country
  - Research – Swinburne's involvement with innovation and working with real world issues

9.20-9.30 Dr Graham Cairns, Director Architecture MPS

- Key points
  - AMPS vision and introduction to the Future Cities conference program

9.30-9.45 Jill Garner, Victorian Government Architect

9.45-10.30 Professor Esther Charlesworth (keynote)

10.30-10.45 keynote panel – then paper presentations following throughout the day

### Friday

9.10-9.45 Dr Graham Cairns, Director Architecture MPS

- Key points
  - Recent conferences and outcomes

9.45-10.30 Dr Tom Alves (keynote)

10.30-10.45 keynote panel – then paper presentations following throughout the day

## Keynotes

Keynote presentations are scheduled for 45 minutes – however presentations should be time for not more than 40 minutes – this will allow for time to set up panel session.

### *Thursday keynote session 10.30-10.45am*

- Speaker: Professor Esther Charlesworth
- Panel chair: Dr Norman Day

### *Friday keynote session 10.30-10.45am*

- Speaker: Dr Tom Alves
- Panel chair: Andy Fergus

## Papers

- Paper presentations will be presented either in AMDC301 (PC computer) or AMDC501 and AMDC502 (Mac) – please check the program for your room.
- Presentations should be no more than 25 minutes to allow for audience questions/interaction
- Sessions are 90 minutes long and allow for 3 presentations of 25 minutes each and 5 minutes of questions after each presentation.

## Pecha kucha

All pecha kucha sessions will be held in AMDC301 lecture theatre. The computer in this room is a PC.

- The pecha kucha format is 20 slides and 20 seconds per slide. If you are unfamiliar with this format here is a list of a few websites and TED talks that will help.

*Pecha Kucha: Get to the PowerPoint in 20 Slides*

<https://www.youtube.com/watch?v=9NZOt6BkhUg>

*Creating a Pecha Kucha Presentation Using PowerPoint*

<https://www.youtube.com/watch?v=l9zxNTpNMLo>

*A Pecha Kucha about Pecha Kucha*

<https://www.youtube.com/watch?v=jJ2yeplaAtE>

*How PechaKucha Changed My Life: Eddie Selover at TEDxOrlando*

<https://www.youtube.com/watch?v=qM4TXMBGLdY>

- When preparing your pecha kucha presentation and using a script – this website is useful for calculating the number of words for your presentation  
<http://www.speechinminutes.com/>
- The most common format for image presentation PK is PowerPoint (Microsoft Office) or Keynote (Apple), however some presenters use Prezi. If you require a PDF to be adapted for this format – please advise prior to the conference.
- If you need assistance in the preparation of your pecha kucha presentation, please contact Kirsten Day

## Contact details

On the ground at Swinburne Kirsten Day will be the main contact

Email: [kday@swin.edu.au](mailto:kday@swin.edu.au)

Tel: (03) 92143897 (prior to conference)

Mobile: 0418667721