

# ACG Event Presenter Tips and Guidelines

Please take the time to read through this material before preparing your presentation. If you are not the presenter for your paper, please ensure this is given to the person who is. If you have any queries, please do not hesitate to contact us.

## Submitting your presentation to the ACG team

Please provide your presentation in *PowerPoint* format. PDF versions will not be accepted as they will not display correctly on the projector.

Please have your presentation with you on a USB stick at Deep Mining 2024 to provide to the ACG audiovisual staff on the day of your presentation. If you are not able to provide your presentation on a USB stick, please email your presentation to [christine.neskudla@uwa.edu.au](mailto:christine.neskudla@uwa.edu.au) and copy [publications-acg@uwa.edu.au](mailto:publications-acg@uwa.edu.au) in on the email.

**Please go to the audiovisual desk in the Montreal Rooms 1, 2, 3 & 4 at 7:30am on the day of your presentation to provide the audiovisual staff with your presentation and to meet your session chair.** It is imperative that your presentation is complete and downloaded prior to your session. Please ensure that we have your presentation no later than the break before your presentation. We cannot guarantee acceptance of any presentations submitted later than this. Christine Neskudla is the main audiovisual contact at the event.

Please note all presentations must be delivered from the ACG's laptops. The projectors at the conference will be set to an aspect ratio of 16:9, so please set your presentation up to this aspect ratio.

There will be a wireless laser presenter, lectern microphone and lapel microphone for your use. You will be able to see your slides and notes in PowerPoint's presenter view on the screen at the lectern. Please bring printed copies of your notes as a backup in case of technical issues.

## At the event

An ACG representative will be available in the Montreal Rooms 1, 2, 3 & 4 at the event to assist you with your presentation. Please check the [event program](#) to see which room you are presenting in and to check your scheduled time.

## Slide background

A *PowerPoint* master template is not available for ACG events as most presenters prefer to feature their own company's template. The Deep Mining 2024 logo can be downloaded from [www.acgdeepmining.com/marketing](http://www.acgdeepmining.com/marketing).

## Tips

- Backgrounds should be in direct contrast to text colours.
- Colours employed for either text or background should be bold, sharp and aesthetically pleasing. Please note that some attendees may have colour blindness.
- It is recommended not to use light colours (e.g. yellow) on a white background as these will be difficult to see.
- Font selection is a matter of personal choice. Fonts that are overly decorative should be avoided. Selected fonts should be clear and readable.
- Your presentation should not simply be a rehash of your paper.

## Selling your services

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

## Timing

Please refer to the [event program](#). 20 minute presentation slots allow for 15 minutes of presentation time plus 5 minutes for questions. 30 minute presentation slots allow for 25 minutes of presentation time plus 5 minutes for questions. You will not be allowed to run over time as this throws the timing of the event out of sync. To keep the program on schedule, the audiovisual team will issue one beep to sound five minutes before the scheduled end time of your presentation, and then four beeps to sound two minutes before the scheduled end time. At the first beep, the Chair will ask you to wrap up your presentation so question time can commence. If, at the second series of beeps, you have not yet concluded, the Chair will ask you to finish your presentation. At the end of the two minutes, the presenter microphone will be turned off.