



# FINAL INSTRUCTIONS FOR IFOAM CONGRESS PRESENTERS

Please read the following IMPORTANT POINTS carefully. This will ensure that your presentation runs smoothly and has maximum impact.

## AT THE CONFERENCE – PRIOR TO YOUR PRESENTATION

1. Registration - Upon arrival at the Congress, please register at the Congress registration desk located in the main foyer of the Adelaide Convention Centre. The office will be open during the following times:

### Registration Hours

Tuesday 20 September	1.00pm – 7.00pm
Wednesday 21 September	7.30am – 5.00pm
Thursday 22 September	7.30am – 5.00pm
Friday 23 September	7.30am – 4.00pm

### Speaker Support Room Hours

Wednesday 21 September	7.30am – 5.00pm
Thursday 22 September	7.30am – 5.00pm
Friday 23 September	7.30am – 3.00pm

2. Comprehensive speaker information and assistance will be available at the SPEAKERS' SUPPORT ROOM, located in meeting room 8 & 9. This room will be available at the times listed above. This is where you will deliver your Audio Visual material, where there will be a full range of Audio Visual equipment, as well as staff to assist with your questions.
3. Note that digital presentations must be provided on 3.5" Floppy Disk, CD, ZIP, memory stick (USB), or be downloaded from your laptop. You will not be able to use your personal laptop for your presentation, however one will be provided. The Adelaide Convention Centre can accept PowerPoint created under all versions of Windows including XP, and from PowerPoint from Mac OS.
4. Please deliver your AV material to the Speakers Preparation Room at least two sessions in advance, and preferably on the day prior to your presentation if you are presenting the following morning. ie. If you are speaking on Thursday morning, please visit the Speaker's Support Room on Wednesday afternoon.
5. The AV Equipment that is provided for **oral presentations** includes; a single screen, data projector (for PowerPoint presentations), overhead projector and laptop. The AV Equipment that is provided for **workshop presentations** includes a single screen and an overhead projector.

## AT THE CONFERENCE – YOUR PRESENTATION

1. Arrive at your session room at least 10 minutes prior to the start of your session. (The full program with room allocations will be given to you when collecting your registration materials from the registration desk.)
2. Introduce yourself to the session chair.
3. Speakers should sit in the front row of seating in the concurrent session rooms. Your session chair will introduce you from the lectern. Each speaker will move to the lectern when announced and speak from the lectern.
4. **Oral Presentations - your presentation is to be a maximum of 15 minutes.**  
You will receive warning indicators during your presentation from your chairperson relating to time. If your talk extends beyond 15 mins you will be cutting into the following presenter's speech. After all speakers in your session have presented there will be time for questions from the your audience. We ask that all session presenters stand at the front of the room to answer these questions.
5. In responding to questions you may involve your co-authors where appropriate.

## AT THE CONFERENCE – AFTER YOUR PRESENTATION

1. Vacate the session room after your session to make way for incoming presenters.
2. If necessary collect Audio Visual material from the Speakers Preparation room.

***On behalf of the IFOAM Congress organising committee, we wish you all the best for your presentation.***