

# ACSMS 2010

The Sheraton Mirage Port Douglas, Queensland  
4 – 6 November 2010

## Information for Workshop Presenters

Congratulations on the inclusion of your paper/s for a workshop presentation at the Conference.

**Speakers must be registered for the Conference by 31 August 2010 to be eligible to present their paper/s.**

### GENERAL INFORMATION

1. Workshops are to be 60 minutes in length (unless otherwise specified).
2. **Workshops must be highly participatory sessions.** Presenters must plan for participants to be involved and participate in the session not simply sit and be lectured to on a topic.
3. **Enrollment is initially limited to 25** - if your workshop reaches the limit, we will contact you to see if you are willing to accept more participants. Do not ask for the enrollment number to be limited to a lesser number; we are trying to accommodate as many of our attendees as possible.
4. **Participants expect to leave preconference workshops with information, material, strategies, and ideas that they can take back to their workplaces and use effectively.** Workshops should be very hands-on and issue specific with material, activities, strategies and techniques that the participants can effectively use in their individual situations.
5. **Participant List** - You may contact us one to two weeks prior to the conference to request a list of attendees who have signed up for your workshop to help you determine how many handouts you will need.
6. **Rooms for conference workshops are set "theater style"** - rows of chairs. There will be a head table, chairs, and either a tabletop or floor podium at the front of the room. Please specify any equipment needed (such as physio tables) or that you will be supplying.

### AUDIO VISUAL

- If you require equipment that varies from your initial request you must advise Conference Management by 31 August. There is no guarantee that unusual presentation requests can be met.
- All rooms will support data projection only (PowerPoint – Office XP Professional).
- All speakers must report to the Speaker Preparation Room staff the day before their presentation to ensure all audio-visual requirements are in order, and that their presentation is successfully loaded. Please also note:
  - ✓ Your presentation must be on either a memory stick, CD or DVD.
  - ✓ You should have a backup of your presentation.
  - ✓ **You will not be able to use your own laptop computer for presentation.**
- After the completion of the session your AV media will be available for collection from the Speaker Preparation Room.
- Overhead and Slide projectors will not be available at the Conference.

### SPEAKER PREPARATION ROOM

This information is to be confirmed.