

Australian Space Research Conference Presentation Instructions

The joint South Australian Space Forum /Australian Space Research Conference common Day 1 will be held on September 30 on the ground-level of the Adelaide convention centre in Halls L (plenaries) and Hall N (exhibitors). This is accessed via the Western Entrance off North Terrace.

Days 2 and 3 of the ASRC will be held on level one of the Adelaide Convention Centre complex in the City Rooms precinct. This is accessed via the Western Entrance off North Terrace via elevators or stairs.

The secretariat is located near the entrance of this precinct and adjacent to that will be a speakers' preparation area. There will be 2 A.V. staff on duty to assist presenters.

The following instructions are for the conference presentations.

Oral presentations

Submitted oral presentations will occupy a 15 minute timeslot. We recommend the presentation is developed with a duration of 13 minutes + 2 minutes allowed for audience questions.

The computers used for presentations will be running the Windows operating systems. The preferred MS format is MS Powerpoint in a 16:9 screen ratio.

Due to the large number of presentations at this conference, all presentations must be submitted centrally to a speakers' support area where the presentation will be checked and uploaded to the equipment in the correct stream via a network transfer.

Those people who have developed their presentation on a MacIntosh computer using KEYNOTE will be able to convert presentations in the speaker support area and also test them. It may be possible to for speakers to use their own computers in some situations – but this needs to be discussed first with AV staff.

All presentations need to be submitted to the speakers' support area at least 4 hours prior to the presentation.

People presenting on Tuesday morning therefore need to have the presentation ready to load onto the hardware on Monday September 30. The speakers support area will be open on level one on Monday afternoon for this purpose between 2pm to 6pm.

Presentations smaller than 20MB may be mailed directly to the convention centre using the following email:

sscavm@gmail.com

The following details need to be present with each email containing the presentation:

- Name of presenter
- Date of Presentation
- Time of presentation
- Session stream (from 1 to 4 or plenary)

Poster Presentations

There will be 2 separate poster sessions, one on Tuesday afternoon and the other on Wednesday afternoon, with different posters presented on each of the 2 days.

Posters will be limited to a maximum poster size of A0 in portrait format and A1 if presenting in landscape format.

Please check the program for the day and time of your presentation. Posters should be mounted on the boards during morning tea and no later the end of the lunch session.

Materials to fasten your poster on the boards will be provided by the conference secretariat at the venue. The poster boards will only accept velcro-fastening and pins are not to be used on the boards. Each poster should have at least 5 fastening points to ensure they don't fall off the boards.