



aes19

International **Evaluation** Conference

Conference workshops 15 & 19 September

Conference 16–18 September 2019

Sydney | Australia

ORAL PRESENTATION SPEAKER BRIEFING NOTES

The aes19 conference committee welcomes your contribution to this year's International Evaluation Conference. In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you.

Please take the time to read the following instructions to ensure your presentation is successful.

IMPORTANT INFORMATION AND INSTRUCTIONS

Note that the conference venue will only accept presentations saved in **Microsoft PowerPoint format**. Other document formats will not run on the venue equipment. You must format your PowerPoint files, in **16:9 widescreen aspect ratio** (NOT the power-point default 4:3 format), and bring the file with you to the conference for lodgement with the onsite Speaker Preparation Room technician. The room is located on the Ground Floor of the convention building of ICC Sydney.

Carefully read the following instructions for more details – for queries email conference@aes.asn.au.

REGISTRATION DESK

Monday 16 to Wednesday 18 September

Location: Level 2 Convention Centre meeting rooms foyer entrance
ICC Sydney, 14 Darling Drive, Sydney, Australia

Times: Monday 16 September 7:30 am to 4:00 pm
Tuesday 17 September 8:00 am to 4:00 pm
Wednesday 18 September 8:30 am to 2:00 pm

KEEP UP TO DATE: THE AES19 ONLINE CONFERENCE PROGRAM AND APP

Please check the online conference program for up-to-date information about your presentation time and room allocation. The online program can be found at:

- On your device search for the '**aes19 app**' on the iOS App Store (iPhone and iPad) or the Google Play Store (Android)



- Desktop browser: <https://aes19.sched.com/>

TIP: Log in to the aes19 app, or on your browser, to display your personalised conference schedule.

SPEAKER REGISTRATION DETAILS

1. **Collect your name badge** and other materials from the Registration Desk, located at the Level 2 Convention Centre meeting rooms foyer entrance.
2. **Check-in your presentation**
After you have collected your name badge and other materials go to the ICC Sydney Convention Centre Speaker Preparation Room (located on the Convention Centre ground floor) where you must **check-in your presentation**, in 16:9 widescreen PowerPoint format, with the audio visual technician allocated to the aes19 Conference.
3. **Check-in time**
At least 2 hours prior to presenting, except early morning which is one hour prior.

Speaker preparation room

Monday 16 to Wednesday 18 September

Location: Convention Centre ground floor, ICC Sydney,
14 Darling Drive, Sydney, Australia

Opening times: Monday 16 September 8:00 am to 4:00 pm
Tuesday 17 September 8:00 am to 3:00 pm
Wednesday 18 September 8:00 am to 3:00 pm

POWERPOINT PRESENTATION FORMAT

- Your PowerPoint presentation should be saved on a USB stick or drive in **Microsoft PowerPoint file format (only)** set up as **landscape orientation in the 16:9 (widescreen) aspect ratio**. (Although presentations prepared in 4:3 aspect ratio will still be displayed on the screen, they will not fill the entire screen.) The onsite technicians will copy your file onto a server that is networked to your presentation room.
- An AV technician will upload all presentations, which will be pre-linked so that session chairs can quickly and easily open them in order to keep the program on time.

PRESENTATION COMPUTER SOFTWARE

Microsoft Windows with Microsoft Office, **ONLY**.

PRESENTATION SESSION PROCEDURES

AV technicians are in constant attendance at the venue. Following is a brief explanation of the presentation procedures at the Conference:

- **Conference session**
Your presentation is part of a conference **session** containing 2 or 3 other presentations. The session may also include up to 5 five-minute Ignite presentation (please check the online program to find out who else is presenting during your session).
- **Session location**
Make yourself aware of the starting time and location of your session. The online program contains up-to-date information, as well as a venue map located in the online program and aes19 App.
- **Session briefing**
15 minutes before the start of the session, meet with your session chair and co-presenters in or near the allocated session room. **Note:** *Most sessions start immediately following a break or plenary. Therefore, you must proceed to your session room during the break or when plenary Q&A commences.*
- **Short bio**
On arrival give the session chair a printed copy of a short (one to two lines) bio of every presenter in your presentation

- **Room equipment**
A smart lectern with a computer screen will be available in each room. Please familiarise yourself with this equipment prior to your presentation. Venue technicians are on hand if needed.
- **Seating**
Speakers and the session chair to sit either in the front row of seats or at the front table (should one be available), close to the lectern.
- **Please attend the whole of the session!**
- **Microphones, if any, will be on at all times.**
- In the unlikely event of a problem, the session chair will ensure that an onsite technician attends. Please continue so that you do not lose your timeslot.
- The *session chair* will **strictly time** your presentation and will let you know when you have 5 minutes, and 2 minutes, left for your talk (use a prearranged signal), and allowing for some question time. Please ensure that you wind up your session on time to keep to the program timetable.

The last 5 minutes of each session that is not followed by a break, is allocated to allow delegates to change breakout rooms if they are not staying for the next session.

PRESENTATION ROOM EQUIPMENT

Every presentation room is equipped with:

- screen/s
- an audio system
- a presentation smart lectern containing a computer
- lectern, and
- Q&A microphone if necessary

DESIGN YOUR BEST POWERPOINT PRESENTATIONS IN 7 EASY STEPS

Here are seven of the most basic and powerful things you can learn about how to make your best PowerPoint presentations that are persuasive, engaging, and beautiful.

https://www.duarte.com/presentation-skills-resources/7-ways-to-make-your-best-powerpoint-presentations/?utm_campaign=coschedule&utm_source=linkedin&utm_medium=Nancy%20Duarte

CULTURAL PROTOCOLS

The AES Cultural Capacity and Diversity Committee has prepared the attached cultural protocol document. The Conference will commence with Welcome to Country. Presenters are encouraged to carefully read the following protocols and make appropriate acknowledgement to the people of the land they are visiting.

Sydney traditional owners are the Gadigal people of the Eora Nation. More information is available here: <https://www.cityofsydney.nsw.gov.au/council/about-council/welcome-to-country>

ATTACHMENT

CULTURAL PROTOCOLS

Indigenous communities in Australia have experienced significant imposed upheaval in our Country. Unlike some of our Indigenous brothers and sisters, Australia has no treaty with its Indigenous people, but despite this, we remain strongly connected to the Country of our ancestors. We are the traditional custodians of this land.

In Australia there are diverse Aboriginal language groups of different countries. An Aboriginal language group and connection to Country forms part of Aboriginal people's cultural identity. Aboriginal's peoples' connection to Country and to their cultural identity is maintained through a number of key institutions of culture. We have our own unique ways of keeping, preserving and practising our knowledge systems. Hence, for us as Aboriginal peoples it is important that we respect and affirm:

- own language and/or dialect;
- the Country where our families are from eg Wergaia, Gunditjmarra;
- our own laws and lore, customs, cultural practices and protocols; and
- our own beliefs, stories, keepers of stories, ceremonies and totems.

In situations where we are visiting another person's Country, i.e. not our own, it is appropriate to give acknowledgement to the people of that land. In a Conference setting, such as that run by AES every year, it is appropriate that the Conference organisers recognise the Traditional Owners in two ways, first by understanding the process of the Welcome to Country and then by understanding the Acknowledgement of Country.

The AES encourages its members to become familiar with the distinctions between these two events and to use them appropriately when acting as a representative or member of the AES.

Welcome to Country

A Welcome to Country is where an Aboriginal or Torres Strait Islander Traditional Owner, Custodian or Elder welcomes people to their land. Protocols for welcoming visitors to Country have been part of Aboriginal and Torres Strait Islander cultures for thousands of years.

Therefore, a Welcome to Country can only be offered by a Traditional Owner.

Welcome to Country always occurs at the opening of a large or significant event and has to be the first item on the program. The local Aboriginal or Torres Strait Islander Custodian or Traditional owner conducts the ceremony and this may be done through a speech, song, ceremony or a combination of these things. It is important for the Traditional Owners to be comfortable with the arrangements and is held as a sign of respect.

Prior to the event, organisers are advised to seek advice on who should perform the Welcome to Country. Local Aboriginal or Torres Strait Islander people may be able to assist identify the Traditional Owners of that country. Organisers may also seek advice from Regional Aboriginal Land and Sea Councils or from the appropriate government department responsible for Indigenous Affairs, or major Indigenous peak bodies (e.g. an Aboriginal Medical Service).

Once having identified the correct people to undertake the Welcome to Country the organisers should then spend time, preferably face to face, explaining the type of public event which is being organised and how best to prepare for this.

It is important to consider that the performing of a Welcome to Country ceremony is a right of the local Aboriginal Traditional Owners and not a privilege.

Acknowledgement of Country

An Acknowledgement of Country does not replace a Welcome to Country. Usually an Acknowledgement of Country is done at smaller gatherings. It is carried out to show respect to the Traditional Owners. It is strongly encouraged that an Acknowledgement of Country is conducted at the start of AES Board meetings, the Regional Meetings, and may also be given at any other meeting already opened with a Welcome to Country.

An Acknowledgement of Country is a way of showing respect and awareness of Aboriginal and Torres Strait Islander owners of the land on which a meeting or event is being held, and of recognising the continuing connection of Aboriginal and Torres Strait Islander peoples to their Country. It is a demonstration of respect dedicated to the traditional custodians of the land or sea where the gathering of participants is being conducted.

In order to offer an Acknowledgement of Country it may be helpful for people to know that:

- There are no set protocols or wording.
- It need not be an elaborate ceremony, and may consist simply of a few words.
- It is offered at the beginning of a meeting, speech or formal occasion.
- It is the **minimum** standard protocol for any meeting or gathering.

To make an Acknowledgement of Country really meaningful and not a token gesture, it is important people find out that name of the Aboriginal group and nation who are the Traditional Owners of the area and learn how to properly pronounce their names.

Below we provide some examples of how you might structure an Acknowledgement to Country. Remember there is no one correct way – the important thing is to be genuinely respectful of what Traditional Owners have given up as a consequence of sharing their lands with non-Aboriginal people, and their ongoing and profound connection to that land.

Examples of Acknowledgement of Country:

I would like to acknowledge the people who are the traditional custodians of this land.

I would also like to pay my respects to Elders past and present of the nation, and I extend that respect to other Indigenous people who are present.

I would like to acknowledge that we meet on Aboriginal land, the land of the people of thenation. I like to pay respect to their Elders past and present.

NB: If you don't know, are uncertain or can't find out who the Traditional Owners are, it is better NOT to name any specific peoples and instead use the acknowledgement below:

I would like to acknowledge the traditional custodians of the land on which we meet today and pay my respects to the Elders past and present.

More information can be found at the following website:

<https://www.reconciliation.org.au/>

<https://www.reconciliation.org.au/wp-content/uploads/2016/05/Welcome-to-and-Acknowledgement-of-Country.pdf>