



International **Evaluation** Conference

Conference workshops 28 & 29 August

Conference 30 August–1 September

Adelaide | Australia

PRESENTATION SPEAKER BRIEFING NOTES

The aes22 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, and ensure you share this document with your co-presenters.

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 in the same area as the registration desk, Ground Floor Foyer E of the Adelaide Convention Centre.

Carefully read the following instructions for more details – if you have any questions email conference@aes.asn.au.

KEEP UP TO DATE: THE AES22 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 '**aes22 app**' on the iOS App Store (iPhone and iPad) or the Google Play Store (Android)



- Desktop browser: <https://aes22.sched.com>

TIP: Log in to the aes22 app, or on your browser, to receive conference announcements, display your personalised conference schedule, and message presenters and delegates.

Conference WIFI access: SSID / User: *WIFlaes22* Password: *weaving22*

COVID-19 SAFETY: PRESENTER MASK REQUIREMENT

The Australian Evaluation Society will take all reasonable steps to provide the safest possible environment for our delegates, supporters, exhibitors, staff and contractors. We will be guided by evidence as well as the government health and safety measures and will work closely with the venue and all suppliers to plan and implement as safe a conference as is possible.

Unless you have been granted an exemption on medical grounds, all aes22 presenters and speakers are to wear a fitted face mask whilst in your presentation room, except for when you are presenting. Hand sanitiser will be available at the lectern to use before and after presenting. Convention Centre staff regularly clean presentation equipment.

REGISTRATION DESK

Tuesday 30 August to Thursday 1 September

Location: Foyer E, Ground floor Adelaide Convention Centre
North Terrace, Adelaide, Australia

Times: Tuesday 30 August 7:30am to 4:00pm
Wednesday 31 August 8:00am to 4:00pm
Thursday 1 September 8:30am to 2:00pm

SPEAKER REGISTRATION DETAILS

1. **Collect your name badge** from the Registration Desk, located at Foyer E, Ground floor Adelaide Convention Centre.
2. **Check-in your presentation**
After you have collected your name badge and other materials go to the Speaker Support Centre (located at Foyer E, Ground floor Adelaide Convention Centre) where you must **check-in your presentation**, formatted in 16:9 widescreen PowerPoint format, with the audio visual technician.
3. **Check-in time**
At least 2 hours prior to presenting, except early morning which is one hour prior.

Speaker Support Centre

Tuesday 30 August to Thursday 1 September

Location: Foyer E, Ground floor Adelaide Convention Centre
North Terrace, Adelaide, Australia

Times: Tuesday 30 August 8:00am to 4:00pm
Wednesday 31 August 8:00am to 3:00pm
Thursday 1 September 8:00am to 3:00pm

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.
- The ACC use PCs running Windows 10 and Microsoft PowerPoint 2016. Other software may not be supported and special requirements should be discussed with your Technology Planner as early as possible.
- Unless particular arrangements are made in advance, only limited Apple support is provided. A

MacOS system is located in Speaker Support to enable files to be transferred and converted if required.

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 grid](#) 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 aes22 App.
- **Session briefing**
15 minutes before the start of the session, meet with your session chair (chairs will be listed on the online program not later than one week before conference commencement) 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. Please also ensure that all your co-presenters have accepted the invitation to join Sched and created their profile. Email conference@aes.asn.au with their name and email address if they have not received their Sched invitation.
- **Room equipment**
A lectern with a computer screen, and a controller, will be available in each room. Please familiarise yourself with this equipment prior to your presentation. Roving 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 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 then 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 SETUP

To ensure accessibility for all delegates, presentation rooms are setup for the three days of the conference in **theatre layout**. The exceptions are Hall D which is a large raked plenary theatre, and Room E2 which is set up in cabaret layout.

PRESENTATION ROOM EQUIPMENT

Every presentation room is equipped with:

- screen/s
- an audio system
- a presentation lectern containing a computer
- lectern, and
- Q&A microphones if needed (if used, ask people sanitise their hands after using)

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.

Adelaide is located on the traditional Country of the Kaurna people. More information is available here: <https://www.cityofadelaide.com.au/about-adelaide/kaurna-heritage/>

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/acknowledgement-of-country-and-welcome-to-country/>