ANZREG CONFERENCE +

DEVELOPERS' DAY | BEST PRACTICE DAY

OCTOBER 23-25, 2019

BOND UNIVERSITY, GOLD COAST, QLD

ANZREG
Australia & New Zealand Regional Exlibris Group

Guidelines for Presenters

The ANZREG annual conference showcases innovative, ingenious or strategic customer adoption of Ex Libris products. The program is planned to have broad relevance to all attendees and the conference planning committee strongly encourages the submission of presentation proposals relating to Ex Libris products, in conjunction with broader industry developments.

Presentation evaluation criteria

Presentation proposals are evaluated by the ANZREG Committee, by the following criteria:
- A topic either of interest to a broad range of Ex Libris product users, or having a unique application for a specific Ex Libris product
- Presenter's credentials or recognised expertise on the topic. A useful resource for writing your bio is *The Profession Bio Template That Makes Everyone Sound Accomplished / Alex Honeysett* -- https://www.themuse.com/advice/the-professional-bio-template-that-makes-everyone-sound-accomplished
- The inclusion of the presentation contributing to a well-rounded ANZREG conference program

Information for presenters

Speakers are expected to:
- Register for the conference and pay the registration fee. The Committee may consider the merits of waiving this requirement where a presenter is unable to attend in person but can present via web conferencing
- Be prepared to modify a presentation proposal to allow the conference planning committee to develop a balanced and engaging program
- Respond in a timely way to all requests from the Committee for information relating to the presentation

Conference facilities

- Conference spaces include a lectern, PC, microphone and data projection
- The PC has Chrome, Firefox, MS Office applications and can access Google Docs
- Please plan to use the computers provided, to save on time taken to transition to personal laptops
- Campus Map

Preparing your presentation

- Make your presentation accessible. Suggestions include:
  - Use Google Slides so that live closed captions can be presented during the conference. Test the live closed captions feature in advance, and if automatic captions do not work well for your speech, it can be turned off.
  - More tips for creating accessible presentations -- https://www.oswego.edu/accessibility/google-slides
- Test your presentation with a projector before you leave home! Colours and fonts may look different when projected. Fonts may not be installed on the PC in the room, so common fonts are preferred
- Design slides that are meaningful when viewed on their own with no audio, or include speakers notes
- Think about your message, tone, and audience and aim for constructive criticism to encourage positive change and collaborative product improvements
- Plan your slides/presentation according to the allotted time in the session. The moderator will help you start and finish on time
- Prepare screenshots or screen recording (.mp4) as a backup in case online demonstrations fail
- Place identifying information on the first page of your presentation, including
  - Your name, job title, and institution
  - Your twitter handle, if you have one
  - ANZREG 2019 Conference (23-25 October 2019) #anzreg
- Provide an electronic copy of your presentation prior to the conference. Accepted speakers will be advised how to do this.
- Follow the file naming convention of 2019ANZREG_family name_presentation-title. If co-presenting, please use the first presenter's family name

> 2019ANZREG_Smith_Working-with-Primo-normalisation-rules

Timeline

30 July 2019	Notification of proposal acceptance
9 August 2019	Speakers to confirm (excludes sponsored speakers)
1 September 2019	Final program released and speakers notified to check for their time slot
1 – 4 October 2019	Committee will check in with you on readiness and any special requirements
18 October 2019 - Friday	Speakers to provide presentation slides and any other required materials

(Changes to the timeline will be communicated via the ANZREG community list - anzreg-l@lists.slq.qld.gov.au)

Emergency cancellations

For last-minute emergencies, immediately inform any member of the ANZREG Committee. If there is another individual at your institution who could present on your behalf, let us know. If you have any questions or concerns, do not hesitate to contact any member of the ANZREG Committee - http://anzreg.igelu.org

Thank you for participating in ANZREG 2019