



LAST MINUTE NEWS

We already have over 200 registrants. To help you get oriented here is some information about the conference logistics.

Registration

All registrations will be in the Mulubinba Room of the Newcastle City Hall which is the conference venue.

On Monday 30 November the registration desk will be open between 2 and 4pm.

On the Tuesday, Wednesday and Thursday of the conference, the registration desk will be open at 8am and close after the final session.

Try to arrive early on Tuesday to register as we expect to process well over 200 registrants in that hour.

Instruction to Presenters

Each session venue will have full audio-visual facilities. PowerPoint presentations will run on a Windows-based PC supporting Microsoft PowerPoint 2003 and 2007. Those of you vain enough to use Macintosh computers will need to take their Macintosh laptop to the Cloak Room and their presentation can be put into the system, but remember to bring along your Mac adaptor.

You are requested to load your PowerPoint presentation well before your session and no later than one hour before. PowerPoint presentations can be loaded in the Cloak Room located next to the Mulubinba Room. A member from the AV team will man the room and will load your presentation.

Please arrive about 10 minutes before the start of the session to meet your chairman and provide him with a short bio about yourself.

The allocated time for each oral presentation is 20 minutes:

- Your session chairman will spend one minute introducing you.
- A maximum of 15 minutes is allowed for your presentation with three minutes for questions.
- One minute is allowed for changeover to the next speaker.

As there are up to five concurrent sessions, session Chairs have been instructed to keep speakers **strictly** to time, this will enable delegates to change between sessions at the end of each paper. Your cooperation in this matter is much appreciated.

Internet

A wireless internet café will be set up in the Mulubinba Room for internet junkies, bring your own laptop.