

Instructions to Discussants

The role of discussant is an important feature of the conference and we appreciate your assistance in fulfilling this role.

REGISTRATION

All individuals attending the 2019 AFAANZ conference must be registered. Please visit the conference website for registration and accommodation information: <http://www.afaanzconference.com/>

On arrival, please complete registration formalities at the registration desk. The registration desk will be open as follows:

- Sunday, 7 July, 1000 to 1800
- Monday, 8 July, 0730 to 1730
- Tuesday, 9 July, 0730 to 1730

If you are delayed or unable to attend, please call the onsite program contact Jacqui on 03 9363 6111 and email the conference chairs on chair@afaanz.org.

SPEAKERS PREP ROOM

Upon registration, all speakers/discussants will be directed to the speakers prep room to load presentation material. As a speaker, you are responsible for your own material. It must be loaded correctly and checked into the speakers prep room **at least two hours prior to your presentation time**. An audiovisual technician will be in the speakers prep room at all times to assist.

Please check with the registration staff who will provide directions to the speakers prep room.

The speakers prep room opening times are:

- Sunday, 7 July, 1000 to 1700
- Monday, 8 July, 0730 to 1730
- Tuesday, 9 July, 0730 to 1630

If you are delayed or unable to attend, please call the onsite program contact Jacqui on 03 9363 6111 and email the conference chairs on chair@afaanz.org.

SESSION FORMAT

The room allocated for each session is indicated in the conference program available via the website, conference app and in the conference booklet available at the time of registration. Please be in your session room **10 minutes** before the scheduled start time of your session. Familiarise yourself with the room set up and technology, check your presentation and introduce yourself to the session chair. If you loaded your presentation at the speakers prep room as requested, it will be forwarded to your session room.

Each session room will be equipped with a data projector. No personal laptops are permitted. There will be a roving audio visual technician to assist with the operation of equipment and trouble shoot. Each speaker is responsible for advancing their own slides during their presentation.

All speakers are requested to be in attendance for the whole session and take their seat in the front row of the session room.

Chairpersons have instructions to ensure that the time allowed is strictly adhered to. We strongly suggest that you rehearse the timing of your comments beforehand to ensure that you have the opportunity to present all of your material within the allotted time (5 minutes).

Concurrent: With Discussants

Three papers are presented in each concurrent session with discussants.

Each paper is allocated 30 minutes:

- 20 minutes for author presentation

- 5 minutes for discussant
- 5 minutes for general questions

Please make your commentary brief, concise and constructive. We suggest that you limit any PowerPoint slides you might wish to use. Typically, where appropriate, you should focus your discussion, comments and suggestions on the importance of the research question, the motivation of the research hypotheses, the appropriateness of the research method and finally implications of the results.

CHAIRPERSON'S ROLE

The chairperson will introduce the key issues for the session and serve as a moderator during question time, maintain time schedules and sum up on the key issues and suggestion offered during the session. Speakers will be introduced in the order in which they appear in the program. Chairs may use a bell to indicate 5, 3 and 1 minute warning times.

DISTRIBUTION OF YOUR COMMENTS

Authors often appreciate a hard copy of your comments and it is desirable that you pass your comments to the author at the conference. You should feel free to contact the author by email prior to the conference to clarify issues or seek further information.

SUGGESTIONS FOR PRESENTATION OF VISUALS

The information below is intended to serve as a reminder to the experienced presenter and as a primer to those less experienced:

- Avoid using too much text on each slide and keep the text size large - imagine you are the person in the back row.
- Avoid colours which are difficult to read (red, green, yellow) and complex tables and graphs.
- Use colour and movement with discretion. Transitions between images should be neither jerky nor too slow. Avoid using too many different types of transition (a transition that moves from left to right is often recommended).
- 'Build and subdue' sequences can help emphasise your current point, while allowing previous points to remain in the background. Keep the contrasts subtle and keep the points in the same position throughout a sequence. Judicious use of 'build' and other animation features can be very effective. Excessive use can be detrimental to the impact of your message.
- Images should 'fill the screen'.
- About one slide per minute of your talk is usually appropriate. Avoid 'death by PowerPoint'.
- Pace your presentation and speak to your visuals - don't read them.
- If you have late changes to your audio visual or multi-media special requirements, please notify the conference managers.

ASSISTANCE

Please visit the registration desk if you require assistance at any time during the conference or call the conference manager on 03 9363 6111.

Once again, thank you for your involvement in the AFAANZ 2019 conference.

Marvin Wee and Tom Scott

Co-chairs, 2019 Conference Technical Committee