

Guidelines for ANZREG Presenters

20170403

Conference purpose

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 all Ex Libris products, as well as broader industry developments.

Presentation evaluation criteria

Presentation proposals are reviewed by all ANZREG committee members, and are evaluated based on the following criteria:

- Clarity and originality of the proposal
- A topic either of interest to a broad range of Ex Libris product users or having unique application for a specific Ex Libris product
- Presenter's credentials or recognised expertise
- Inclusion of the presentation contributes to a well-rounded ANZREG conference program

Presenters may be asked to modify their initial proposals, to allow the conference planning committee to develop balanced and engaging program.

Presenter information

- All speakers must register for the conference and pay a registration fee

Presentation final acceptance

- Be prepared to work with the conference planning committee to modify a presentation, post submission
- Respond in a timely way to all requests from the conference planning committee, for information relating to the presentation

Conference program publication

- You will be notified of your conference program timeslot on or before early May.
- The conference program will be published to the ANZREG website on or before early May

Conference facilities

- Test your presentation with a projector before you leave home! Colours and fonts may look different when projected
- Equipment available in the Monash Law Chambers Auditorium is:
 - o Laptop with Firefox, chrome, google docs, word, powerpoint, excel loaded
 - o Data Show connected to laptop and
 - o Audio system with two hand mics
- Please use the laptops provided rather than your own. Using your own laptop can slow down the transition between sessions.

Your presentation

- As presentations will be made available after the conference on the ANZREG website, please design slides that are meaningful when viewed on their own.
- All criticism should be constructive
- Start and end the session on time (with the help of the session moderator)
- Have screenshots ready as backup in case a planned online demonstration fails
- Please be prepared to provide an electronic copy of your presentation and any associated material for the ANZREG website immediately after the conference
- Take care that the presentation title page contains all necessary identifying information, e.g. 2017 ANZREG Conference, [Presentation title], [Presenter's name], [Presenter's institution].
- Please follow the presentation file naming convention of surname and presentation track, e.g., Smith_sfx.pdf.

Emergency cancellations

- If you have a last minute emergency, please immediately inform any member of the ANZREG conference planning committee. If there is another individual at your institution who could present your talk, let us know.

If you have any questions or concerns, do not hesitate to contact any member of the ANZREG conference planning committee.

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Thank you for participating in ANZREG 2017.