

## Information for presenters & chair-people

### Conference Sessions

On Friday and Saturday, all sessions will be held at Trinity College, University of Melbourne, in the Gateway Building and Old Warden's Lodge (OWL). We discourage participants from moving between different rooms in the same time slot - it is distracting for presenters and there is no guarantee that the paper they want to hear in another session will be at the precise time they expect. Three of the conference rooms are in the Gateway Building; the other two are in the Old Warden's Lodge (OWL), about a one-minute walk apart. Morning and afternoon refreshments will be served in both the Gateway Building and the Old Warden's Lodge. Lunch will be in the Gateway Building, served near the registration desk.

### Notes for Presenters

Please stick to the **allocated time**, in fairness to your fellow presenters and to ensure ample time for questions and discussion. The chair-person will give you a time warning and then stop you on time. Standard presentations should be no more than 20 minutes (if you use less time for your presentation, you'll get extra time for discussion of your work). Lightning presentations should be 5-minute snapshots of your oral history project. At least one third of the time available in each session should be used for discussion. Before each session starts, the chair and panelists will decide whether discussion occurs after each presenter or after all presenters, according to what is most appropriate for the session.

You should have a **USB with presentation computer file/s you wish to use and bring it to the room for your session in a break well before your session starts, to load onto the desktop**. Use the following file name convention so that it will be easy to locate your file/s on screen: Your surname – OHA2024. (please also save your file/s to the Cloud eg your Google drive or OneDrive folder – so we can find them if your usb does not work). Technical support will be available if required to help you load your PowerPoint and/or other file/s on the computer in the room and check it all works. We prefer you to use the computer in the room rather than connecting your own laptop to the system (unless you have special hardware or software you need to use – in which case you should have told the conference organisers in advance: notify us at registration, and then make sure you try out your technology in advance during a break). The Trinity College Gateway Centre uses PCs, so if you have created a file on a Mac you need to ensure in advance that it is PC compatible.

At an oral history conference, we encourage you to use **extracts from interviews or oral history productions** (within your allocated time). If you have embedded audio or video files within PowerPoint (PPT), it is always a good idea to also have those audio or video files saved separately on the USB, just in case they don't play from PPT. Only embed in PPT the exact extract you plan to use, and when you embed audio or video into your PPT file, set it up so that the audio/video plays when you click on the link, NOT when you click for that slide. If you are using PPT, ideally use a recent version. Audio should ideally be in MP3 format (not .wav); videos should ideally be in MP4 format at 16:9 ratio aspect.

For **PPT presentations**, a font size of 36-44 points for headings and 24-28 points for body text is generally recommended with Palatino, Georgia, Verdana, Tahoma, Arial, and Helvetica being the preferred fonts for accessibility. Ref: <https://www.linkedin.com/pulse/best-font-size-readability-powerpoint-presentations-achuel-emmanuel-ol6yf/>

And please, **practice in advance with your slides and any audio/video links**. If you are new to conference presentation (and even if you are experienced!) we recommend bringing a print-out of your slides / talk.

## Notes for Chair-people

Please **go to the room of your allocated session in the break before the session starts**. Please check the room for any hazards eg loose cords. Introduce yourself to the presenters and make sure equipment and slides are working for their presentation. If there are **any problems, contact the Trinity IT support or the registration desk (see numbers below)**. We will aim to post basic IT instructions in each room.

Discuss with speakers if they would prefer to present papers in sequence followed by Q & A at the end or have Q & A after each presentation (in which case a presenter who speaks for less than their allocated time gets the balance as extra discussion time).

**Start on time!** Do a brief welcome to country (acknowledge the Indigenous custodians of the country and pay respects to elders past, present and emerging). Only do very brief introductions to each presentation (full details of speaker bios and abstracts are on the conference website). **Make sure the time is equally shared** between presenters (see above), and that there is ample time for questions and discussion. Keep a note of the start time for each presentation and use a 5 and/or 2-minute warning note. Please don't let a speaker use up other speakers' time or discussion time. Try to draw out connections between the presentations if you can. **After your session, please delete the presentation files (for your session only!) from the laptop.** Thanks!

Any problems, you can contact any one of the following numbers:

**Conference registration desk:** for access, health and other conference issues: +61 491 284 961

**Trinity IT support** hot line for technical issues: 03 8341 0270 (this number should redirect to on-duty IT person)

However, the individual **Trinity IT staff numbers** for each day of the conference are as follows:

Name	Date	Time	Contact number
Peter Nicholls	Thursday 21 November	9am – 5.30pm	0438 237 803
Li	Friday 22 November	9am – 5.30pm	0467 724 370
Zulaika (Zee) Ourang	Saturday 23 November	9am – 5.30pm	0400 740 865

**Emergency duty phone** (that is the out of hours/security number) is: 0417 034 396.

**WiFi:** Name: Trinity Visitor, Passcode: kWMf5FA9