



60 Minute Panel Briefing Notes

CONFERENCE CONTACT

The Program Committee welcomes your contribution to the **2026 Developing Northern Australia Conference**.

The following information is provided to assist presenters with the preparation of their presentation. If you require any further information, please contact the Conference Manager:

Contact:

Julia Cutler

Direct: 0435 308 794 Phone: 07 5502 2068

Email: conference@northaust.org.au

Website: <https://northaust.org.au/>

Note that your abstract, presentation title and biography become the copyright of the Developing Northern Australia Conference and will appear in the Conference Program in written and/or electronic form, on the conference website and/or in any conference proceedings or related publications.

KEY DATES/TIMES FOR PRESENTERS

Requirements	Deadline
Register to Accept Your Presentation Slot <i>*Use the personalised discounted presenter registration link in your acceptance email.</i>	Friday 27 March 2026

Presenters who fail to action required items by the due date risk being removed from the program at the discretion of the Conference Committee.

Cancellation: Should circumstances force you to withdraw from presenting at the conference, please notify the conference secretariat immediately. You are welcome to nominate an alternative speaker for your presentation. If you are not able to nominate an alternate speaker, your presentation will be cancelled and another substituted in its place.

PRESENTER PREPARATION – PRIOR TO THE CONFERENCE

1. Review the Conference Program

Practical details concerning your presentation (such as time, venue, session chair and other presenters in your stream) can be seen on the program available from the conference website on 31 March - www.northaust.org.au.

Please note: The program is subject to change. Please ensure you visit the Conference website just prior to the event to check for any changes to the program and confirm your presentation time.

2. Prepare Your Panel Presentation

Panel presentations bring together the views from a group of presenters into a discussion of innovative ideas, current topics, and relevant issues. The panel presentation is to comprise of two components:

- Presentation from the members of the panel 40 minutes
- Questions and answers between the delegates and panel members 20 minutes

Each panel will consist of a chair and panellists. The chair is to be the main organiser of the session and main contact for the session. The chair will coordinate the preparation, theme of presentation, be the timekeeper, and facilitate the Q&A session. Panellist will provide brief presentation on the theme of the panel.

3. Prepare Your PowerPoint Slides

- To ensure that your presentation displays correctly at the conference, the slide size needs to be set to **Widescreen 16:9**.
- Keep it simple. The number of slides for a 20-minute presentation should **not exceed 15 slides**.
- Limit bullet points and text. Slides are meant to support the narration of the speaker. Too much text will be overwhelming for the audience.
- Choose an appealing, consistent template or theme that is not too busy. You don't want the background or design to detract from your message.
- Make labels for charts and graphs understandable.
- Limit transitions and builds (animation). Presenters wishing to use audio effects should advise the onsite AV technical staff in the speaker's prep room.
- Use high-quality graphics to help tell your story.
- Choose your fonts well. Please ensure that a **standard font** is used, and the font size is **large enough** to be seen from the back of the room. We recommend 24pt size or larger.
- Save your presentation on a USB stick and bring it to the conference.

Any presenters wishing to use different presentation software, such as Keynote or Prezi, are asked to contact the Conference Manager in writing prior to the event to check whether this can be accommodated.

MICROSOFT POWERPOINT IS PREFERRED FOR ALL PRESENTATIONS.

4. Presentation Tips

- Practice your time. Remember when you go over time, you are impacting other presentations during the session.
- Keep to your topic/project and focus on your three key learning outcomes. Please ensure your presentation is not sales focused.
- Structure your talk. For example, include background, research question, methods, results, discussion/conclusions, and limitations/future research slides.

- Think about your audience. They may not be experts in your favourite multivariable methods, but at the same time they will not be ignorant about common basic issues.
- Respond to questions thoughtfully rather than defensively or dismissively.
- Following the Welcome to Country by a Traditional Owner in the opening plenary session, additional acknowledgment to traditional owners is not required during the concurrent sessions.

PRESENTER PREPARATION – AT THE CONFERENCE

1. Arrival at the Conference

All presenters will need to **check in at the registration desk** when they **first arrive** at the conference to collect their name badge and other related materials.

2. Visit the Speaker's Prep Room

To ensure the smooth running of sessions, presenters are required to bring a copy of their presentation to the conference on USB Memory Stick. All PowerPoint presentations should be given **at least 2 hours** before your session block to the technician in the Speaker's Prep room.

The use of individual laptop computers for presentations is NOT accepted.

Presentations requiring video can be accommodated however, we request for you to arrive onsite early to confirm the details and test the facilities. This will require you to liaise with the AV Technician in the speaker's prep room **at least 3 hours** before your presentation block.

3. Familiarise Yourself with Your Presentation Room

The following Audio-Visual equipment will be available for the use of presenters:

- Lectern and microphone
- PC Compatible Laptop with USB
- Data Projector and screen

There will be a technician in constant attendance within the venue to provide assistance during your presentation. In the unlikely event of any difficulties, the technician will attend.

Please note: AV equipment outside the above cannot be provided without prior arrangement. Presenters are requested to contact the Conference Manager as soon as possible for requests outside of the standard provisions. Note, additional equipment cannot be guaranteed.