

# ACG Event Presenter Tips and Guidelines

Please take the time to read through this material before preparing your presentation.

## Submitting your presentation to the ACG team

Please present your presentation in *PowerPoint* format. PDF versions will not be accepted as they will not display correctly on projectors.

Please have your presentation with you on a USB stick at Paste 2024 to provide to the ACG audiovisual staff on the day of your presentation.

Please note all presentations must be delivered from the ACG's laptops. If you need to show something outside your presentation (e.g. software demonstration or a website), there will be a second laptop connection at the stage for you to use.

There will be a wireless laser presenter, lectern microphone and lapel microphone for your use. You will be able to see your slides and notes in PowerPoint's presenter view on the screen at the lectern. Please bring printed copies of your notes as a backup in case of technical issues.

The projectors at the conference will be set to an aspect ratio of 16:9, so please set your presentation up to this aspect ratio.

## At the event

An ACG representative will be available in the ballroom at the event to assist you with your presentation. Garth Doig is the main AV contact at the event. Please view the conference program to check your scheduled presentation time. **It is imperative that your presentation is complete and downloaded prior your session. Please give your USB stick to the AV person before your session.**

## Slide background

A *PowerPoint* master template is not available for ACG events as most presenters prefer to feature their own company's template. The Paste 2024 logo can be downloaded from [acgpaste.com/marketing](http://acgpaste.com/marketing).

## Tips

- Backgrounds should be in direct contrast to text colours.
- Colours employed for either text or background should be bold, sharp and aesthetically pleasing. Please note that some attendees may have colour blindness.
- It is recommended not to use light colours (e.g. yellow) on a white background as these will be difficult to see.
- Font selection is a matter of personal choice. Fonts that are overly decorative should be avoided. Selected fonts should be clear and readable.
- Your presentation should not simply be a rehash of your paper.

## Graphics, charts and maps

Graphs, charts and maps that rely on colour alone can work if you are dealing with two or three colours only. More than this and the graphic becomes confusing.

If your diagram needs more than three colours it may be preferable to use patterns to delineate areas and borders.

## Selling your services

Presenters who refrain from talking about the event topics and instead promote their own services (however subtly) do more harm than good. Speakers who put forth independent presentations and opinions impress delegates. The time for networking is off the podium.

## Timing

Please refer to the [event program](#). You will not be allowed to run over time as this throws the whole timing of the event out of sync.

To keep the program on schedule, the audiovisual team will issue one beep to sound five minutes before the scheduled end time of your presentation, and then four beeps to sound two minutes before the scheduled end time. At the first beep, the Chair will ask you to wrap up your presentation so the question and answer session can begin. If, at the second series of beeps, you have not yet concluded, the Chair will ask you to finish your presentation and will advise that there will be no time for questions. At the end of the two minutes, the presenter microphone will be turned off.

**Please do not hesitate to contact us if you have any queries.**

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