



SPEAKER BRIEFING NOTES

In order to help your presentation run smoothly, a number of services and facilities will be provided for you. Please take the time to read the following instructions to help ensure your presentation is successful.

PRESENTATIONS AND PAPERS

Conference Theme

When preparing your presentation please give consideration to the Conference theme “Practical Privacy for people, government and business” and build your presentation with a practical focus when addressing the specific theme of your Conference session.

Your speaker case manager is responsible for organising the session in which you are speaking and they will liaise with you, your chairperson and the other speakers in your session on the content and conduct of the session. Please contact your speaker case manager with any questions you may have about your abstract or paper.

Your Abstract

Your speaker case manager will make contact with you to discuss your abstract and how it interacts with the Conference theme in general, the session objectives in particular and the abstracts of other speakers in the Conference.

Please submit your abstract to the Conference Managers by no later than **30 May 2003**. Email to privacy2003@tourhosts.com.au. The Conference Managers will then forward your material to your speaker case manager.

Your abstract should be a maximum of one A4 page (approx 400 words) and provided in English.

Your Paper

Please submit your paper to the Conference Managers by no later than **8 August 2003**. Email to privacy2003@tourhosts.com.au. We prefer your paper to be prepared in MS Word 2000.

If you have prepared your paper in a language other than English, please submit a translation into English.

Please refer to the document titled *Speakers Details* for information on the time available for your presentation.

PowerPoint Presentation

If you are intending to do a PowerPoint presentation please use MS PowerPoint 2000 when preparing your presentation. A standard presentation template will be made available on the Speakers page of the Conference web site at www.privacyconference2003.org. In order for all presentations to run smoothly please use the template.

You will not need to bring a laptop computer to make your presentation. All presentations will be loaded on to a common laptop by the technician, prior to the start of the Conference.

Please keep the content of your slides to main points only and keep any diagrams or charts simple. Remember that they will need to be understood by delegates who may not be familiar with the language.

Please email your presentation to the Conference Managers by no later than **8 August 2003**. Email to privacy2003@tourhosts.com.au. Please also bring a copy of your presentation on disk with you.

Publication of Conference papers

Conference papers and presentation slides will only be published in electronic form on CD-Rom. Each delegate will receive a copy of the CD-Rom in the delegate satchel at the commencement of the Conference.

If you have not been able to prepare a written paper, you may wish to organise to have your presentation slides published as an alternative.

The CD-Rom will be the only medium for publication of Conference papers. We will not be providing facilities at the Conference for large-scale photocopying and distribution of papers submitted late.

Deadlines

Please submit your paper and/or PowerPoint presentation to the Conference Managers by email at privacy2003@tourhosts.com.au. Latest dates for submission to the Conference Managers are as follows:

Abstract by **30 May 2003**

Conference paper **8 August 2003**

Presentation slides **8 August 2003**

You must submit your paper and presentation to the Conference Managers by these dates in order for it to be included on the CD-Rom. We can not guarantee that a paper or presentation received after this date will be included.

SESSION DETAILS

Please find details of your session outlined in the document titled *Speaker Details*.

SESSION STRUCTURE

Plenary Sessions

All plenary sessions will last 1½ hours, except Plenary Session E which will last 50 minutes. If you are speaking in a plenary session please refer to the table below which outlines the number of speakers and the time allotted for each speaker:

Plenary Session	Number of speakers	Time available per speaker
A	2	35 minutes
B	2	35 minutes
C	2	35 minutes
D	3	25 minutes
E	1	40 minutes

Please note that the session chairperson will have 10 minutes at the end of each session to sum up and reflect on the contributions of each speaker in the session.

All plenary sessions will be held in the Conference Auditorium. This is the only room where simultaneous interpretation (via headsets) will be provided. The final number of languages offered will be subject to delegates' and speaker requirements. If you will be speaking in Spanish, French or German please advise the Conference Managers so the necessary arrangements can be made.

Parallel Sessions

All parallel sessions will last 1½ hours. There will be three speakers for each parallel session. Each parallel session speaker has 20 minutes to deliver their presentation; this will allow 15 minutes for the chairperson's introduction and summary and a further 15 minutes for questions from the floor.

Simultaneous interpretation (via headsets) will only be available in sessions held in the Conference Auditorium. The final number of languages offered will be subject to delegates' and speaker requirements. If you will be speaking in Spanish, French or German please advise the Conference Managers so the necessary arrangements can be made.

SPEAKER READY ROOM

To assist all speakers during the Conference, a Speaker Ready Room will be located in the Promenade Meeting Room 2. This room will be open from 0800-1800 Wednesday 10 September, 0800-1800 Thursday 11 September, 0800 – 1300 Friday 12 September. There will be a technician in the room throughout the day to answer any questions. The Speaker Ready Room will be equipped with laptops, printers and modems for the three days of the Conference.

REGISTRATION

All speakers and chairpersons must register fully for the Conference, please fill out the attached Registration Form and forward to the Conference Managers.

ACCOMODATION AND TRAVEL

Please find any accommodation and travel details in the document titled *Speaker Details*.

Please see the accommodation section of the attached Registration Form for accommodation details. Alternatively, please contact the Conference Managers for accommodation arrangements.

AUDIO VISUAL

The following Audio Visual equipment will be in every room at the Conference:

- Data Projector
- PC Compatible Laptop
- Lectern and Microphone

As all presentations will be loaded on to a common laptop by a technician, prior to the start of the Conference you will **not** need to bring your own laptop.

Should you require any other equipment please contact the Conference Managers and we will advise if your request is possible or not. ***Overhead Projection and slide projection will only be available on request.***

SPEAKER PROCEDURES

There will be a technician in constant attendance within the venue. Following is a brief explanation of the audio visual procedure involved in your presentation:

- Please be in your allocated session room 10 minutes before your session to meet with your chairperson and speaker case manager and to check in with the technician.
- A laptop will be on a side table next to the lectern for you to operate. Your presentation will already have been loaded to the laptop. If you are not familiar with this equipment, visit your session room early or go to the Speaker Ready Room to get assistance.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a problem, the technician will attend to it. The problem will be fixed as fast as possible; while this is being done you should continue with your speech.
- A Chairperson will time your presentation. Please ensure that you keep to the program timetable.

BIOGRAPHY

If you have not already done so can you please supply a brief biography for your introduction by the Chairperson and inclusion on the Conference web site. Please do not provide a long CV here **maximum of 100 words**. A jpeg portrait image of yourself would also be appreciated. Please email your biography and image to the Conference Managers.

SESSION COORDINATION

A Chairperson will be allocated to your session prior to the Conference. Your speaker case manager will notify you of their contact details. The Chairperson will introduce the title of your session, introduce you as the speaker and will moderate questions from the audience. The Chairperson will also present a summary of the session at the end. We ask that you to be in your session room 10 minutes prior to the commencement of your session to meet your Chairperson and your speaker case manager.

We will supply a copy of your paper or presentation to the Chairperson so they can familiarise themselves with the content of your presentation.

CONFERENCE WEB SITE

Please visit the conference web site www.privacyconference2003.org for further information on accommodation, venue information and an updated program. There will be a dedicated Speakers page on the web site.

GENERAL INFORMATION

Speakers and chairpersons will need to register at the registration desk when they first arrive at the Conference to collect their name badge and other materials.

We wish you every success in your presentation. If there is more that we can do for you, please contact the Conference Managers.

Privacy 2003 Conference Managers

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