



# Guidelines for the organisation of the ACE National Seminar Series

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(These updated guidelines are a draft, subject to confirmation by the ACE Steering Committee.)

## Timing of events

For large events such as the national seminar series, national AMSI meetings and the like, the time difference between the western and eastern Australian time zones should be taken into account. Given this, the optimum timeslots for the organization of a national event are:

- Summer (daylight saving): 12.00pm-5.00pm EDT; 9.00am-2.00pm WA; 11.30am-4.30pm SA; 11.00am-4.00pm QLD
- Winter: 11.00am-5.00pm EST and QLD; 9.00am-3.00pm WA; 10.30am-4.30pm SA

The best days for the organization of national seminars are Fridays and Mondays.

For organization and booking purposes, please ensure that the speaker and the participating universities are available from half an hour before the event to half an hour after the event.

## Communication and Advertising

The AMSI ACE coordinator will advertise any event delivered on the AMSI Network by putting an announcement on the AMSI website and sending round an email to the AMSI members. The event announcement will contain instructions on how to participate in the event, ensuring that technical support is available for the event at both the hosting and the participating institutions.

For national events, additional advertising will be organized, most likely in the form of posters in pdf format.

## Testing and Quality Assurance

All hosting and participating venues need to ensure that the sound and video quality is of a good standard before participating in these events.

**Every presenting and participating institution needs to test their video and sound quality before attending an ACE National Seminar, in the two weeks leading up to the seminar.**

For large events, testing beforehand (this can be a brief 5-minute test) is essential to iron out any possible problems. The technical contacts involved need to hear about a large event about 2 weeks beforehand at the latest, to enable them to run a couple of test sessions in the two weeks before the event, to cover all participating institutions.

- **Both presenting and participating sites need to have technical support in the room for the duration of the seminar.**

This will ensure that any problems that may arise during the seminar are dealt with swiftly.

## **Presentation Guidelines for speakers**

If a speaker has never given a lecture in a videoconferencing environment before, it is important that a short training session is organized beforehand to enable the speaker to be familiarized with speaking on camera, and to test if the presentation materials (movies, Powerpoint presentations etc.) work prior to the presentation.

Presenter guidelines:

- Limit your movement in the room. Be aware of local camera placement and don't pace up and down.
- In your presentation, keep in mind what the remote audience can see, for instance when using whiteboards write with larger characters and broader strokes than you would normally use.
- Avoid the use of transparencies and document cameras.
- Use prepared digital materials as a basis for your presentations, eg. Powerpoint, PDFs, etc. Check in advance that various embedded features, such as movies, work.
- Ensure that the pages of your presentation are uncrowded and use large fonts. Avoid reproducing pages of manuscript, try and use dot point format.
- Do not forget the remote audience – encourage their participation. Be sure to look at the local cameras at appropriate times so as to eye-ball the remote audience.
- If a member of the local audience asks a question, please repeat it so that the remote audience can hear (the microphones do not usually pick up the sound of the local audience). A Q&A session moderator can also repeat the question, or make sure a mobile microphone is handed to the audience member.
- Comply with the advertised level of technicality for your presentation.
- **The actual presentation needs to be available 48 hours in advance** even from experienced speakers. This allows checking by the technician if the presentation works in the room.
- **Avoid powerpoint embellishment:** every click is transmitted separately and so while simple bullets or animations are fine, adding glitter, beeps, flashing words etc. can

mean the host site is running well ahead of the clients and lots of things are either out of sync or hard to read.