

# Award presenting guidelines

Thank you for presenting at award at the 2023 Meta Together conference. Please find below some guidelines to help the evening run smoothly.

## The stage set up

- There will be a laptop on the lectern that will show the award slides. Please face forward looking at the laptop if you need to reference this. Turning around to face the screen put your back towards the audience, makes it difficult for you to be heard, and is a bad experience for all involved.
- A conference administration team member will be standing on the side of the stage by the table with trophies to operate the award slide show and hand you the trophies and certificates.
- A media wall will be set up to the right hand side of the stage. A photographer will be there ready to take photos.
- A list of the award schedule will be on the table with the menus

## Process

- Please pay attention to the order of the awards. When the winner of the award prior to the one you're presenting goes up to receive their award, it's time for you to stand next to the left-hand side of the stage.
- As the winners exits the right-hand side of the stage to get their photo taken, please take your position at the lectern.
- Announce what the award is (not WHO the winner is) describe what the criteria was and why the person won.
- Then say "and the winner is." This is the cue for the conference administration team member to change the slide to reveal the winner.
- The conference administration team member will give you a trophy or certificate, which you will hand to the award winner.
- Gesture for them to stand at the mic to make a speech.
- After the speech, exit to the right-hand side of the stage at stand in front of the photo wall so that the photographer can get a picture of the winner.

## Example award presentation

*ANNOUNCE WHAT THE AWARD IS: Tonight I have the pleasure of announcing the award for ECR of the Year.*

*DESCRIBE THE CRITERIA: This award goes to an early career researcher who had demonstrated excellence in relation to meta-optics in 2023, and whose efforts have had a significant impact on the centre.*

*DESCRIBE WHY THEY WON: The winner of this award published multiple papers this year in high value publications, including a paper in Nature Photonics about their research "paper title name." They won the prestigious Nobel Prize award and assisted with the organisation of the TMOS ECR and Student conference.*

*ANNOUNCE WHO WON: The winner is...Paul Rudd.*

You can find the criteria for the awards here: <https://www.tmos.org.au/wp-content/uploads/2023/12/2023-award-criteria.pdf>