Speaking guidelines

Congratulations! You are speaking at the TMOS Meta Together conference in 2023. Here are some guidelines for speaking at the event.

Timing

- You will be provided with a program at registration.
- Five minutes prior to your presentation, please join the session chair and the conference administration at the left-hand side of the stage.
- Following the previous speaker's presentation, the session share will introduce you. Please come on stage at this time.
- We are very tight schedule. One minute prior to your presentation's scheduled end, the session chair will come onto the stage. At your sessions scheduled end, the session chair will join you at the lectern.

Please note: this conference is about helping our team grow in their careers. As such, most session chairs will be doing this for the first time. Please be respectful of them and your fellow speakers by keeping to your allotted time.

Forgot when you're speaking? See the session program here: https://www.tmos.org.au/wp-content/uploads/2023/12/full-conference-program.pdf

Your presentation files

- Bring your presentation to the conference on a USB. A backup USB is always a good idea. No external computers will be allowed to connect to the system. All presentations must run through the TMOS laptop, which will have been connected and checked.
- Presentations can be given to the conference administration team at registration. Please remain with your USB until you have confirmed that the presentation is working. Spare USB will be available to transfer your files. If you don't have USB port on your device, you can send your slides to tmos@anu.edu.au.
- The pavilion, where conference presentations will be held, will be open from 8.30 every morning. If your presentation is not ready at conference registration, you can arrive at the conference early on the day you're speaking to provide your presentation.
- If you choose not to provide your presentation prior to your speaking slot and there are issues getting your presentation to work, no additional time will be provided as we are on a very tight schedule. You will need to cut the presentation to fit within the timeslot you have.

The audio-visual situation

- A high resolution web camera will be set up on a tripod in front of the lectern, as well as the microphone. Given the conference is being streamed live, it is important to remain at the lectern for the duration of your presentation. Please don't walk about the stage.
- There will be a laptop on the lectern that will show your slides. Please face forward looking at the laptop if you need to reference your notes. 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.

Questions from the audience

- In-person audience members may raise their hand to ask questions, or they may ask those questions in the conference Slack? channel. Hybrid audience members will ask all questions through Slack.
- The session chair will join you on the stage at the end of the presentation to read are any questions posed in Slack.
- If there is not enough time to answer questions during your timeslot, please visit the Slack channel for your session to answer questions there after your presentation.

Got questions? Email tmos@anu.edu.au or chat to conference organiser Alina Bryleva (mob 0474 348 869)