

Blast from the past

Present Practice

Preparing for the future

Presenter Checklist

Thank you for coming to share your expertise at NZAMT 2017. We are excited to have you on board and look forward to working together to create an amazing event!

Please read this checklist in full to ensure you are prepared for the conference.

Before the conference

ACTIVITY	FURTHER INFORMATION	TICK WHEN COMPLETE
Check the room(s) of my session(s)	There are 14 rooms being used for the workshop sessions. To check your session(s) room, check the online program once it is available on the website (mid-September)	
Check I have all the equipment required for my session(s)	All session rooms are equipped with the following: <ul style="list-style-type: none"> • Laptop • Data projector • Screen • Whiteboard • Wi-Fi for connecting to Internet • Sound system • Tables and chairs for up to 32 delegates <p>If you require any further equipment this should have been requested in your abstract submission. It will not be possible to arrange any further equipment at the conference.</p>	
Use the appropriate NZAMT 17 slide for my presentation(s)	All presentations must use the provided NZAMT 17 slides at both the beginning and end of the presentation. These are provided in PowerPoint format. It is available on the conference website in both PowerPoint and KeyNote format. Format 16:9	
Print/photocopy hard copies of any session material	If you require hard copy handouts, please print/photocopy these at your workplace prior to the conference and print 35 copies	
Test my presentation(s) with an audience	Try out your presentation(s) with an audience before the conference and ask for feedback: Does the content match the abstract? Do all the fonts, colours, text sizes, images, etc work for all audience members?	
Create a back-up copy of my final presentation(s)	We recommend that you have at least one back-up of your presentation(s) in case this is lost, ie on a separate flash drive, laptop, etc.	

Ka Mua, Ka Muri Looking back in order to move forward

15th Biennial Conference

proudly hosted by the Canterbury Mathematical Association www.nzamt2017.com

At the conference

ACTIVITY	FURTHER INFORMATION	TICK WHEN COMPLETE
Report to the registration desk on arrival to collect your presenter lanyard	On arrival at the venue, please report to the registration desk where you can collect your conference pack/name badge. Your name badge must be worn at all times throughout the conference in order to gain entry into sessions.	
Visit the Speaker Prep room at least 30 minutes prior to my session(s) with a copy of your presentation on a USB stick	<p>The Speaker Prep room has a technician available to make sure your presentation will run smoothly at our venue. You will be using the computer in your workshop room. The technicians will check that your presentation works on these computers.</p> <p>We would like to include your PowerPoint and any handouts on our website after conference. Please provide us with a copy of your handout – we will have a copy of your presentation as uploaded onsite.</p> <p>If your Presentation was created on either GoogleSlides or Keynote can you please export it to a PowerPoint before saving it to your USB stick . If you wish to use your own Macintosh computer for your presentation you need to bring your own HDMI cable to connect to our system.</p> <p>It is recommended that you touch base with the technicians at least 30 minutes before your workshop but earlier is recommended.</p>	
Visit the room(s) allocated for my session(s) BEFORE my presentation	We recommend that you visit the room(s) allocated for your session(s) well prior if feasible, to ensure you know where it is located and can see the room layout.	
Report to the room allocated to your session at least 15 minutes BEFORE my presentation	<p>Please ensure that you are in the room quarter of an hour before your session begins, please double-check your presentation works on the computer in this room.</p> <p>If you move the furniture at all during your session, please ensure it is put back to the way it was.</p> <p>If there's a problem, please contact the conference help desk.</p> <p>Please remember there are up to 14 other presentations happening each workshop session so be sure to test everything is working before your session begins.</p>	