

**Blast from the past**

**Present Practice**

**Preparing for the future**

# Presenter Information

Thank you for coming to share your expertise at NZAMT2017. We are excited to have you on board and look forward to working together to create an amazing event!

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

## Workshop Timing

There were three workshop timing options you chose from when you submitted your submission.

- 60 min presentation
- 120 min extended presentation
  - These will run during the first two workshop sessions each day and have 2 hr 15mins (including transition time).
- 3 x 15 Quickfire session.
  - Each presenter will speak for 15 minutes
  - There will be a 10 mins for Q & A for all three presenters at the end.
  - For these Quickfire sessions, please email your PowerPoint to the conference committee **the day before the session**

If you are unsure of which option you selected please contact us.

## What you will find in each room

Each workshop room is equipped with

- Data Projector
- Laptop
- Tables and chairs for up to 32 delegates
- Sound System
- Whiteboard
- Wi-Fi

## Workshop Handouts and PowerPoint

If you have handouts to give to delegates please ensure you copy these before arriving at conference as we do not have printing facilities available for delegates – we suggest 35 copies.

We are asking all delegates to use our PowerPoint Template for their workshop presentations. The template is available from our website as both PowerPoint and KeyNote files.

To make the running of the workshops slightly smoother each room has a computer already setup that is connected to the data projector, sound system and Wi-Fi.

We will have a speaker prep room for you to take your presentation on USB to at least 30 minutes before your session so our Technicians can network your presentation to your room. If your Presentation was created in either Google Slides 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.

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.

## Workshop Guidelines

- Use a power point presentation for the delegates to see – please use the Conference template you have been emailed – format 16:9. If you would like to attach your school logo please do so, without this appearing as promotion or advertising.
- Give clear **workshop outcomes** at the beginning of your presentation
- Consider stories or examples that demonstrate the key points you wish to convey.
- Try to include at least one interactive **learning activity\*** in the session – this may be an opinion, discussion point or question (such as “in this situation, what have you done?” “Do you agree with this opinion? Why? Why not?”). You could ask delegates for a short discussion with those around them and then ask for their feedback to you as presenter for discussion.
- Provide **2-3 key take-outs\*** – what can delegates start to do for the remainder of the year to start make a difference.



**Note:** Content cannot be for the purposes of promoting a particular product or provider, but must be focused on developing the delegate’s professional development.

## Constructing your Presentation

see ‘Tips’ documents for more ideas

- Don’t fill the slides with words – or worse your verbal script
- Be creative
- Don’t use font less than 16
- Do put a quote up, a picture, a chart (labelled!) or key phrase - that tells the story – with your accompanying narrative
- Remember less often is more! – Some of the best sessions have 3-5 slides only
- Use stories– label them - it could be a picture or a ‘case study’ – they resound
- Do return to a key point with a quote, picture or key phrase
- Practice your PowerPoint and eliminate content that is not focused on your key points

If you have any queries, please contact the Organisers:  
THE CONFERENCE TEAM  
P: 03 359 2614  
E: [marg@conferenceteam.co.nz](mailto:marg@conferenceteam.co.nz)  
W: [www.nzamt2017.com](http://www.nzamt2017.com)

\*Key take-outs are intended to focus the delegate on the changes they can make within their school/workplace or in their behaviours immediately.

Consider the two or three most important ideas, actions, activities or outcomes that would most benefit the delegate from your presentation! Provide these in bullet point form so the delegate is clear on the actions or processes that they can implement to make a difference straight away!