



IMPORTANT INFORMATION FOR SPEAKERS

Speech Time Allocation

As Global Eco has a very full program it is run strictly to the published time allocations.

The chair of each session will assist you with time management through the use of time cards so that you can see the remaining time for your presentation.

It is essential that you wrap up within one minute of seeing the final red time card.

Questions

Questions will be held until the end of the session. The Chair will then manage the Q & A session.

Audio-Visual

If you have any problems with audio-visual we have an event co-ordinator in each room who can assist.

The event co-ordinator will bring your presentation up on the screen prior to you starting.

Please ensure that your presentation has been uploaded to
<https://www.hightail.com/u/conference>

If for some reason this is not possible please ensure that you bring your presentation on a USB Stick to the conference registration desk as soon as you arrive at Sanctuary Adelaide Zoo so that they can be uploaded.

Seating

On the day of your presentation please sit in or near the front row so that you can get to the lectern quickly.

Speakers Briefing

At **8:00am sharp on Monday 27 November** there will be a speakers briefing at the Plenary (Attenborough Room) for the **Monday speakers**.

At **12:35pm lunchtime on Monday 27 November** there will be a speakers briefing at the Plenary (Attenborough Room) for the **Tuesday speakers**.

At **12:35pm lunchtime on Tuesday 28 November** there will be a speakers briefing at the Plenary (Attenborough Room) for the **Wednesday workshop presenters**.