

Information for ANZMAC Attendees and Presenters

For presenting authors ...

If you are a presenting author at the conference, please note the following technology and session requirements:

- Please save your presentation file
 - On a USB
 - For use with Windows software and Power Point for presentations.
 - The powerpoint projection format may be either Standard (4:3) or Widescreen (16:9).
 - (We also recommend you save a back-up copy in a place accessible remotely, such as on dropbox or iCloud.)
- Our session rooms either have a desktop system, projecting to a screen, or have moveable screens (affectionately called 'Muppets'), equipped with a hard drive, mouse and keyboard.
- Plan to arrive at your session 10-15 minutes prior to its start. Save your presentation on the ANZMAC designated folder in the hard drive. Detailed instructions will be located in the room.
- Our PCs are set up for no split screen, no lapel microphone (unless you are in a Lecture Theatre) and use with Windows software and Power Point for presentations.
- Our computers have wifi access.

About the Session Format

- Paper presentation sessions are scheduled to be 15 minutes in length, with an additional 5 minutes allocated for questions and answers.
- Most sessions include four paper presentations. If a paper is cancelled at the last minute, we ask that presenters leave that 20 minute time slot for conversation, rather than moving the next paper up. This ensures that attendees planning to attend a paper at a specific time are assured it will take place at that time.
- Help is at hand!
 - There will be a VUW staff member or volunteer near all sessions if you require assistance. They will check in with the Session Chairs prior to the session beginning.
 - Our Session Chairs will monitor the time. Please be mindful of the time limitations so that all may have equal opportunity for their presentation.

On the big day

- Please arrive to your session room 10-15 minutes prior to the session starting, and save your presentation as noted above. This may be a good time to check that any videos or internet links are working to your satisfaction.

Thank you for being a part of ANZMAC 2019!