



HEAnet National Networking Conference

Limerick, 11th-12th November 2004

Guidelines for Speakers

<http://www.heanet.ie/conferences>

A Introduction

HEAnet, Ireland's Research & Education Network < <http://www.heanet.ie> > is organizing its fourth National Networking Conference for its member institutions that will take place in Limerick on the 11th and 12th of November 2004.

The HEAnet Conference 2004 will explore new Network developments, give in depth information on current Internet issues and provide the member institutions with a forum to share their experiences.

Audience Profile: The Conference will again be of particular interest to heads of computing and information services, senior network personnel and information professionals in the 40 organisations that are members of the HEAnet network.

It will be geared to provide the opportunity to increase knowledge and broaden horizons on relevant technical issues to those involved in education and research in Ireland.

B Guidelines

B.1. - Important dates

Submission of abstract of paper and short bio/resume, electronically: 8th October 2004

Submission of Presentation: 1st November 2004

Conference: 11th and 12th November 2004

B. 2. - Before the conference

- ❑ Inform the organising committee of your AV requirements at least two weeks in advance. There will be microphones in the main conference room for large audiences. Workshop sessions are held in smaller rooms that have no microphones. Laptops and projectors are available in all lecture rooms.
- ❑ The preferred formats for submitting your presentation are PowerPoint, PDF or HTML; if you need to use any other format please contact the organising committee two weeks previous to the conference. The Conference organisers are committed to make the Conference website **Accessible to all** so we would appreciate it if speakers could include clear descriptions of charts and images in their presentations and write valid HTML for a later conversion into accessible presentations. If you have any doubts regarding this issue, please email conference@heanet.ie, we will be delighted to help.
- ❑ If you are bringing your own laptop, make sure you have an extra copy of the slides on another device in case of incompatibility of equipment at the conference venue.
- ❑ It is generally expected that the majority of speakers and workshop presenters will be drawn from delegates who are attending the whole of the conference.
- ❑ Registration: a member of Conference Partners will contact you to get your specific travel/accommodation details.

B. 3. - Writing your presentation

Open discussion and the opportunity for others to share their own experiences are an important element of workshops, and for this reason talks should not be unduly long - about half the allotted time is an approximate guide.

When preparing your talk:

- Remember to make the fonts as big as possible on the slides and try not to put more than about 8 lines of text per slide.
- Try out your presentation beforehand in the room that you have been assigned. All presentations should be installed on the relevant PC well in advance of the session involved and should be verified by quickly running through the presentation
- Do not have too many slides; a rough guide would be one slide per minute at the most.

There will be technical assistants assigned to each room.

Presentations, subject to speaker's permission, may be put on the conference website after the conference for the benefit of those who did not have the opportunity to attend.

B. 4. - At the Venue

Make yourself known to the HEAnet team and/or Conference Partners

Plenary and Parallel speakers should seek out their session chair person in good time and make themselves known to them. They may need to get some further background information about you.

Workshop presenters should introduce themselves at the start of the presentation and give their audience any further background information they think is interesting or relevant.

C Contact Information

Conference Manager:

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For information on your registration, accommodation, travel details:

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For further information on this conference and registration form, please visit the conference website: <http://www.heanet.ie/conferences/>