

ANZATFE Biennial Conference 2019



19 - 21 November 2019

Guidelines for ANZATFE Workshop Presenters:

- Please arrive 10-15 minutes early and become familiar with your presentation setting and any required audio-visual aids. Each presenter will be allocated a workshop moderator. They will tend to any technical needs you might have, offer a brief introduction of your person and topic (you will need to provide this on arrival), keep time and orchestrate questions and group discussion.
- Given the sessions are 50 minutes long and will involve an introduction, please equally divide your presentation and group engagement. The moderator will call time at the end of 20 minutes of your input, allowing 30 minutes for questions/discussion. It will be important, therefore, to frame and order your material with group discussion in mind.
- While participants may be eager with questions, it would be useful to have one or two prepared questions ready that you can use, if needed, to stimulate discussion. Questions need not only be for you as the presenter, they may also be directed to the attendees at the session, encouraging their participation, feedback, and the sharing of gleaned insight.