

WALN Members & Stakeholders Forum 2018



Notes for speakers

Welcome to WALN and thank you for being one of our speakers

WA Landcare Network welcomes your contribution to the WALN Members and Stakeholders Forum 2018. We appreciate that our speakers are all very experienced but please find below some thoughts that may help guide your thinking, or those helping prepare your notes and presentations. We have also included some logistical details below.

Forum theme

This year's theme will revolve around 'Our New Landcare: Into the 2020's'. This will be a constructive and forward-thinking event, inspiring landcare practitioners and those involved in landcare related activities into how we can respond and thrive with current trends and future changes within our society.

Short but sweet

Our aim is to ensure that we deliver informative, visual, upbeat, inspiring, creative and entertaining presentations, where viewers go 'wow, that was a great talk'. We would therefore encourage and greatly appreciate your efforts to make your presentation special.

We recognise that at these events it is really challenging to have enough time to say what you want to say but our experience is that a short, well-rehearsed presentation is more effective than a longer more detailed one.

You have been allocated 20 minutes (15 minutes presentation time, 3 minutes question and answer time, and 2 minutes changeover time). As a courtesy to your fellow speakers, please ensure that you keep to your assigned timeframe. If you go over time with your presentation, this time will be taken out of your question and answer time.

PowerPoints to be sent in by

Friday 13th July

(see details below)

Audience

We are expecting to bring together between 75 to 100 community landcare practitioners, landowners, local and State Government officers, students and academics, and political representatives.

PowerPoint

PowerPoint presentations will need to be emailed to us at least **one week prior** to the event, by **Friday 13th July**. Your PowerPoint will be uploaded to a laptop ready to use at the event. It is strongly suggested that you also bring a USB drive copy of your presentation on the day just in case there are any difficulties.

For optimum viewing use the widescreen slide size (16:9). (NB: The presentation room is not tiered and delegates cannot see the lower third of the screen if using 'On-screen show (4:3) setting).

Font sizes: The presentation hall is 10m long and 10m wide. Recommended minimum font sizes: 36 to 44 point for headings; 28 or 32 point for sub-text & 24 to 20 for explanatory text to a graph/diagram.

Technical terms or acronyms: Please define as not all delegates will be familiar with them (review the expected audience as above).

File Size: Please compress your images in your PowerPoint presentation to reduce the file size. If it's a large file it may be difficult to send via email, you can use an online file transfer service such as <https://wettransfer.com/>.

Remember that people find it more difficult to read and listen at the same time, so slides are best used to illustrate a point you are speaking to, rather than to replicate the words you are saying. Please consider using photos or easy to read graphs to illustrate your points and reduce text.

Audio Visual

The following audio-visual equipment will be available to you on the day:

- Windows Laptop with Office 2016 and a preloaded copy of your presentation
- Projector and screen
- Microphone

IT support will also be available on the day.

We will have a videographer present to document the presentations delivered at the event for landcare promotional and information sharing purposes. You will find attached with this document a **Speaker Release and Consent Form** to give permission to be filmed and photographed at the event. This form is to be completed and returned to us by **Friday 13th of July**. Please note that not all presentations will be featured on the final edited video. For those presentations that are featured, speakers will be able to utilise the video for their purposes.

Minimising Impact

The conference strives to minimise its environmental impact by encouraging delegates to car-pool & bring their own water bottles.

We will provide re-usable coffee mugs, glasses & plates. We also encourage the display of any promotional material on common tables or at displays, rather than in conference kits, ensuring only interested persons take the relevant material.

Further Information

If you need any further information, feel free to contact us.

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