

XXVI
MINT DIRECTORS CONFERENCE

CANBERRA 26TH - 3RD OCT 2010



CONFERENCE SESSION GUIDELINES

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1. SPEAKER GUIDELINES:

Presentations in each session should be conducted as follows:

TIME ALLOWANCE FOR PRESENTATION

Session champion

The session champion will be given 5 minutes to introduce the session and panel members. The session champion will have a further 10 minutes at the conclusion of the session to lead question and answer time.

Panel speakers

Each speaker will have no more than 20 minutes to give their presentation. This will be immediately followed by a further 5 minutes for question and answer time.

If you require additional time, please include this request on your Speaker Information Form. Any additional time will need to be approved and you will be informed of the outcome.

EQUIPMENT

Each speaker will need to fill out a Speaker Information Form and return it to the MDC 2010 Secretariat no later than 15 December 2009. Please note that all presentations will be uploaded onto official conference presentation equipment prior to each session. This is to ensure all presentations are working and to assist in time management of the conference.

PAPER GUIDELINES

All papers are to be uploaded onto the MDC 2010 website and are to be no more than 1MB in file size.

When uploading your paper there will be a browse button located on the website for easy formatting selection. Once you have chosen the format of your choice please submit this to ensure your paper is received by the set deadline.

Once your final paper has been submitted delegates will be able to download each paper before the conference.

PRESENTATION GUIDELINES

All presentations need to be presented in Microsoft PowerPoint version 97-2003 in 16:9 ratio NOT 4:3 ratio. This format is to ensure that your presentation is compatible with the conference equipment for easy display.

To ensure that all presentations are in the correct format and working on equipment, all speakers are required to submit their presentation four weeks before the conference - no later than Friday 27 August 2010. Presentations are to be uploaded as a zip file through the MDC 2010 website: www.mdc2010.com

Speakers will also have the opportunity, and are strongly encouraged, to test their presentation onsite at the conference. You will be contacted by the MDC Secretariat regarding a time for this.

ENQUIRIES

Please forward any questions regarding speakers or presentations to the MDC Secretariat via email: mdc2010secretariat@ramint.gov.au

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2. SESSION CHAMPIONS GUIDELINES:

Session Champions are responsible for:

- a. Ensuring all speakers are present at their respective session.
- b. Ensuring that speakers and sessions start and finish on time. A small bell will be provided.
- c. Coordinate session question and answer time.

If a champion wishes to invite a speaker for who transportation and lodging is required as part of negotiations, the champion must first receive approval from the MDC 2010 Secretariat. Please contact MDC Secretariat via email: mdc2010secretariat@ramint.gov.au

3. TECHNICAL OR MARKETING COMMITTEE CHAIRPERSON GUIDELINES:

Technical and Marketing Committee Chairpersons are responsible for ensuring all papers are sent to the MDC 2010 Secretariat by the deadline listed below.

Chairpersons are ultimately responsible for keeping the Royal Australian Mint informed of session-related information and requests.

4. IMPORTANT DEADLINES

DEADLINE	ACTIVITY	RESPONSIBLE PARTY
31 AUGUST 2009	Finalise Session Champions	MDC Council
30 SEPTEMBER 2009	Finalise topics of Papers	Technical & Marketing Chairpersons
15 DECEMBER 2009	Submission of Speaker Information Forms	Session Champions
30 JUNE 2010	Submission of Final Papers	Speakers
27 AUGUST 2010	Submission of Presentations	Speakers