Instructions for Oral Presenters

PROGRAM

The final program is available at **aaaconference.com.au/detailed-program/.**

Whilst no major changes are expected, we recommend reviewing the program again immediately before the conference to re-confirm your session, date, time and room allocation, via the website or in the app.

Only the lead author/presenter is listed in the program, however all co-authors are listed within the downloadable abstract PDF and in the conference app.

PREPARE AND UPLOAD YOUR PRESENTATION

Please upload your final PowerPoint presentation **by 5.00pm ACDT on Monday 30 November**, following these guidelines:

- **Format**: Use PowerPoint (.pptx) in 16:9 widescreen format, ensuring all text and images are clear and easy to read (no PDFs).
- **Video and audio**: Embed any video or audio files directly into your presentation and advise the Conference Managers of any special AV requirements.
- **File naming:** Save your presentation as **SessionNumber_LastName_FirstName.pptx** (e.g. 1A_Smith_John.pptx).
- **Updated presentations:** If uploading a revised version, add UPDATED to the filename.
- **Backup:** We recommend bringing a copy of your presentation on a USB drive, along with printed speaking notes if required.

Important: All presentations will be incorporated into a master PowerPoint file for each session. To ensure presentations run smoothly, please do not replace, rename or move files on the room laptop. Any last-minute changes should be directed to the Speaker Support Desk.

BEFORE YOUR SESSION

- If you have not pre-submitted your presentation, please upload it at the Speaker Support Desk **at least 1 hour before your session commences** (located in the Atrium Foyer). Presentations cannot be uploaded directly in the presentation room at the start of the session.
- If your presentation contains a video or audio file, please check in at the Speaker Support Desk to ensure videos/audio are working correctly.
- Arrive in your presentation room at least 10 minutes prior to the session to meet the Session Chair/s.

DURING YOUR PRESENTATION

- The Session Chair/s will open your linked presentation and introduce you (and co-presenters) by name, affiliation and presentation title.
- Keep to your allocated time. A yellow card will be shown at 5 minutes remaining, and a red card at 1 minute remaining. Session Chairs are instructed that presentations must run strictly to time, to keep the program on schedule, so they will not allow you to exceed your allocated time limit.
- Q&A will be facilitated by the Session Chair/s at the end of each presentation, time permitting. Some sessions may also include a dedicated discussion period at the end of the session.

PRESENTATION TIMES

- **Standard -** 20 minutes, including 5 minutes for Q&A.
- **Lightning -** 10 minutes (maximum 5 slides) with no Q&A.

PRESENTATION PROTOCOLS

All presenters are reminded of the AAA's Code of Ethics regarding the presentation of data and/or interpretations relating to Indigenous culture. Presenters must ensure free, prior and informed consent has been obtained from Indigenous collaborators and/or data custodians before presenting such material, whether as a spoken paper or poster.

Breaches of the AAA Code of Ethics may result in disciplinary action, including expulsion of members under Section 32 of the Constitution.

When submitting your paper, you agreed to abide by the following AAA policies:

- Code of Ethics
- Sexual Harassment Policy (2012)
- Discrimination Policy (2012)
- Equal Opportunity Policy (2012)
- Website and Social Media Policies

View AAA policies at **https://australianarchaeologicalassociation.com.au/governance/policies/**

UPLOAD YOUR PRESENTATION