Presenter Guidelines

The 2024 ZAA Conference is set to be a packed schedule, with a wide range of presentations, workshops and panels on a diversity of topics. To keep us all well prepared and the event running smoothly, we've prepared these guidelines for your presentation.

Presentation durations vary, with most running for 10 minutes. Refer to the conference program **here** to check your presentation time and duration.

Presentations are organised into themed sets, with a 10-minute panel-style Q&A session following the set. All presenters in the set can answer questions and contribute to the discussion in this session.

IN-PERSON PRESENTATION GUIDELINES

Speakers will be contacted prior to the conference to schedule a quick briefing session. These briefing sessions will familiarise everyone with processes for the event.

To enable smooth management of content on the day, we are requesting all presentations to be submitted to the ZAA office by late June.

ONLINE PRESENTATION GUIDELINES

Please contact the ZAA Office at your earliest convenience if you will be presenting online. You will need to pre-record your presentation and send this video to the ZAA Office by the presentation deadline. Most video formats can be accepted.

By pre-recording online presentations, the ZAA team can ensure consistency and the smooth running of the conference. However, online presenters will not be able to engage with the Q&A session after their set.

PRESENTATION FORMAT

The accepted format for PowerPoint Presentations is Widescreen 16:9. Videos within PowerPoints must be embedded for easy playback – click here for instructions.