



SPEAKER BRIEFING NOTES

The International Conference on Radar (Radar 2023) Organising Committee welcomes your contribution to the 2023 Conference program.

In order to ensure that your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Conference

All presenters are required to register for the Conference. If you have not done so already, please visit www.radar2023.org/ and complete the registration form.

Onsite at the Conference

Speakers will need to register at the registration desk when you first arrive at the Conference to collect your name badge and other related materials. From there, you will be directed to the Speaker Preparation desk where you must check in with the audio-visual technicians and upload your presentation.

If you have any queries regarding the program or your presentation, please visit the **registration desk** located **Cockle Bay Foyer on Level 3** of the Sydney International Convention Centre. The desk will operate during the following times:

Monday 6 November 2023.....0700 - 1630

Tuesday 7 November 2023 0700 – 1630

Wednesday 8 November 2023 .. 0700 – 1630

Thursday 8 November 2023..... 0800 – 1430

**times subject to change*

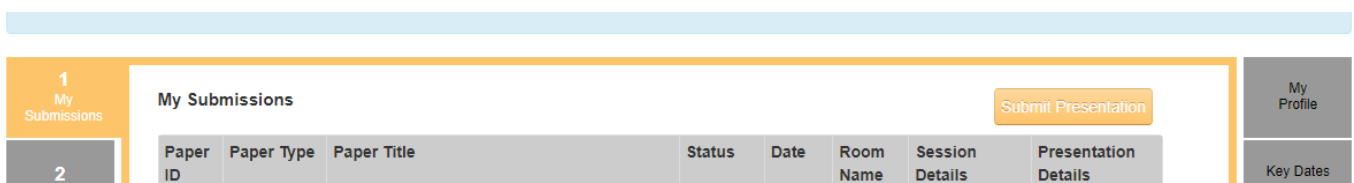
UPLOADING OF PRESENTATIONS AND SPEAKER PREPARATION DESK

Speakers are strongly encouraged to upload their presentations via the speakers' portal before the deadline of **Friday 3 November 2023**. Please visit the eOrganiser portal you used to submit your presentation:

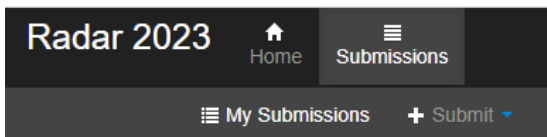
<https://radar2023-c10000.eorganiser.com.au/index.php?r=site/login>

Please follow the below steps to upload your presentation to the speakers' portal

1. Log into the speakers' portal using your author login details: <https://radar2023-c10000.eorganiser.com.au/index.php?r=site/login>
2. From the home screen select the orange button "Submit Presentation".



Alternatively, you can click on "Submissions" near the top of the screen and then select " + Submit Presentation" as per the screenshot below:



3. Select your accepted oral paper from the drop-down menu and click the “Submit Presentation” button.



My Submissions

Select Submission :

4. Upload your presentation in .PPT or .PPTX or PDF format. Please note that we cannot accept MAC presentations. Should your presentation be in MAC format, it is imperative that this be converted to .PPT or .PPTX format.
5. Select whether you give permission for audio/video recording during your presentation and whether you give permission for your presentation to be used post-conference in PDF format.
6. When you are ready to submit your presentation, select the blue “Submit” button at the bottom of the screen.
7. Once your presentation has been submitted a note will appear near the top of the screen which states “Thank you for submitting your presentation. This will be made available at the conference”. On the “Presentation” tab the status will now be listed as “Submitted”.

The Speaker Preparation desk is in the **Foyer** on Level 3. Please refer to the venue floor plan which will be included in the Conference App.

The Speaker Preparation desk will be open during the following times:

- Monday 6 November 20231000 – 1630
 - Tuesday 7 November 2023 0700 – 1630
 - Wednesday 8 November 2023 .. 0700 – 1630
 - Thursday 8 November 2023..... 0800 – 1430
- *times subject to change*

For speakers who need to upload any final changes, please visit the speaker preparation desk **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested.

AUDIO VISUAL EQUIPMENT

The following audio-visual equipment will be available in every room at the Conference:

- Projection screen and data projector
- One lectern with presentation computer (Windows OS)
- Microphone attached to the lectern
- Lapel microphone



Overhead and Slide Projection will not be available.

Internet access will be available from the lectern at a slow speed. This means that viewing websites will be possible, however playing videos directly from the internet will require a dedicated connection.

Please note: Should you require additional equipment or internet capabilities it is essential that you contact the Conference Managers to discuss your requirements. In some instances, internet content is restricted through the venue's internet server. If you require access to particular websites during your presentation, please discuss the requirements with the Conference Managers in advance. We will try to accommodate requests, however this cannot be guaranteed.

A technician will be available to handle any problems that may arise on the day.

SESSION DETAILS - CHECK AHEAD

Please visit the Conference website www.radar2023.org/ to confirm your session time within the program. The program is subject to change so please ensure you check any changes on the website or mobile app.

TIME ALLOCATION

The length of your presentation 15 minutes plus 5 minutes for question and answers.

In the interest of fellow speakers, please ensure that you keep to your allotted time frame.

The session chairperson will time your presentation and provide you with a warning at **2 minutes** remaining and when time is up. You may like to rehearse your presentation with slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, the program will pause to maintain the running order. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

SESSION VENUE – ARRIVE EARLY

Please assemble in your session room **at least 10 minutes prior** to the start of the session. This will allow time for the Chairs to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

PRESENTATIONS

Types of presentations allowed:

- PowerPoint format
- PDF Presentation format



Please adjust your PowerPoint presentation to be 16:9 format to avoid black edges on slides. To adjust your presentation in PowerPoint, please [click here](#) to follow these steps.

If you have any questions please email these directly to radar2023@arinex.com.au

If you do not have PowerPoint installed

We recommend downloading a free software such as OpenOffice which will enable you to save or create presentations in .PPT and .PPTX format:

- Please [click here](#) to download OpenOffice.
- Please [click here](#) for further information on using OpenOffice.

SPEAKER PROCEDURES

There will be an AV technician in constant attendance within the venue. Following is a brief explanation of the audio visual procedures onsite at the Conference:

- Your presentation will be available via the laptop at the lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker Preparation Room for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will assist.
- Keep track of time. Please be aware of what warnings your session chairperson will give you about your presenting time and when these will occur.

LANGUAGE

Please note that the official Conference language is English. **All presentations must be made in English.**

Thank you for your help in making the International Conference on Radar 2023 a success.

For further details or assistance, please contact the Conference Managers.

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