



WONCA

Asia Pacific Regional Conference

2–5 October 2008

Combined with The RACGP 51st Annual Scientific Convention

A celebration of **diversity**



Hosted by The Royal Australian College of General Practitioners MELBOURNE, AUSTRALIA

www.wonca2008.com

BRIEFING NOTES FOR WORKSHOP PRESENTERS

The Conference Organising Committee welcomes your contribution to the Wonca Asia Pacific Regional Conference combined with the RACGP 51st Annual Scientific Convention to be held at Melbourne Convention and Exhibition Centre, Melbourne, 2-5 October, 2008.

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 briefing notes ahead of time** to ensure your presentation is successful.

GENERAL INFORMATION

Presenters will need to register at the registration desk when they first arrive at the conference to collect their name badge and other related materials. When you arrive at the conference, please visit the speaker's preparation room at least 4 hours prior to your scheduled presentation time and they will confirm with you your pre-loaded presentation. If required, you can make last minute edits at this time.

SPEAKER PREPARATION ROOM

The speaker preparation room is located on level 3, in the John Batman Suite 1 and will be operating at the same times as the registration desk.

The room will be open during the following times:

Thursday 2 October	0800 – 1700
Friday 3 October	0730 – 1800
Saturday 4 October	0730 – 1730
Sunday 5 October	0800 – 1330

TIME ALLOTTED

The 60 minute session time allocated to your workshop includes substantial time for interaction between participants and/or Question and Answer discussion.

Please bring the requisite number of copies of handouts for the participants at your workshop.

In the interests of fairness, please ensure that your workshop finishes on time.

AUDIO VISUAL EQUIPMENT

The following Audio Visual equipment will be in every room at the Conference:

- One Data Projector
- One PC Compatible computer
- Lectern and Microphone

Overhead and Slide Projection will not be available.

Unless arranged prior, only the IT equipment available can be used. If you have any special requirements please contact The Meeting Planners (wonca2008@meetingplanners.com.au). Flip Charts and White Boards can be made available on request.

A technician will be available in every session to handle any problems that may arise.

The Conference Hosts: The Royal Australian College of General Practitioners Melbourne Australia www.racgp.org.au

The Conference Organisers: The Meeting Planners: 91–97 Islington Street Collingwood Victoria 3066 Australia Phone: + 61 3 9417 0888 Facsimile: + 61 3 9417 0899 Email: wonca2008meetingplanners.com.au



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POWERPOINT PRESENTATIONS

PowerPoint presentations to accompany your presentation must be emailed to our audio visual technicians at wonca@presentationcentral.com.au

Any enquiries regarding your presentation including file types etc can be emailed to this address.

SPEAKER PROCEDURES

- Please be in your allocated session room **no later than 15 minutes before** the start of your session and check in with the A/V technician.
- The PC computer will be on a side table next to the lectern. If you are not familiar with this equipment, visit your session room early for assistance well ahead of your presentation.
- Microphones will be on all the time. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.

LANGUAGE

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

FURTHER ASSISTANCE

If you require further assistance, please contact the Conference Managers, The Meeting Planners at:

Email: wonca2008@meetingplanners.com.au

Phone: +61 3 9417 0888

Fax: +61 3 9417 0899

Thank you for your help in making the Wonca Asia Pacific Regional Conference a success!

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