

# **Abstract Submission Details and General Information for Presenters**

20<sup>th</sup> Australian System Administrators'  
Conference – Cairns 2012

Hilton Cairns Hotel

2 – 5 October 2012

## PRESENTER REQUIREMENTS

The following information is provided to assist Training (Tutorial) and Technical Program speakers at the 20<sup>th</sup> Australian System Administrators' Conference – Cairns 2012 with the preparation of their abstract/s, biography, presentation, audio visual requirements and publication of their presentation. All presentations must be original and owned by the author submitting.

With the assistance of these speaker's guidelines, each speaker MUST provide all items listed below by the following due dates:

- Speaker Details
- Abstract
- Biography
- Audio Visual Requirements
- Authorisation for Publication Form
- Papers and PowerPoint Presentation (The Papers and PowerPoint presentation should either be sent to SAGE-AU (375 Wickham Terrace Brisbane QLD 4000) on a CD/DVD, datastick or presented to the program chair on the day you present. If your presentation file is less than 5 MB you can email it to: [eo@sage-au.org.au](mailto:eo@sage-au.org.au). If it is more than 5 MB you will be provided with access to a Drop Box.

## KEY DATES

Speakers who submit an abstract are assumed to have read these guidelines and requirements and are willing and able to provide the required speakers items by their due dates if accepted into the conference program. Speakers who fail to submit required items by their due date risk being removed from the program at the discretion of the Conference/Program Chair.

SUBMISSION PROCESS	DUE DATE
Abstract Submission Form lodged including: Abstract Biography Learning Objectives Previous Experience Prerequisites for attendees Audio Visual requirements	7 May 2012
Speakers notified of acceptance	4 June 2012
Audio Visual Requirements (additional not already requested)	3 September 2012
Speaker Registration received	3 September 2012
Authorisation for Publication form received	3 September 2012
<b>Training Program</b> Contract Signed and returned Photograph Print ready course materials received	2 July 2012 2 July 2012 3 September 2012
<b>Technical Program</b> Photograph Final papers received	2 July 2012 3 September 2012
Confirmation of presentation including day, time and room	3 August 2012

## CONTACT AND SUBMISSION DETAILS

Please forward all items (except for abstract submissions) and queries to:

20<sup>th</sup> Australian System Administrators' Conference - 2012  
375 Wickham Terrace, Brisbane QLD 4000  
Tel: +61 7 3842 2235; Fax: +61 7 3013 3420

Training abstract submissions to:  
Technical Program submissions to:

Email: [office@sage-au.org.au](mailto:office@sage-au.org.au)  
[conf.training@sage-au.org.au](mailto:conf.training@sage-au.org.au)  
[conf.technical@sage-au.org.au](mailto:conf.technical@sage-au.org.au)

## REQUIREMENT GUIDELINES

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<b>ABSTRACT SUBMISSION</b>	<b>DUE: 7 MAY 2012</b>
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The Organising Committee of the 20th Australian System Administrators' Conference welcome paper submissions on a wide range of topics and from across the Sys Admin community – to reflect on the last twenty years in the development the profession of sys admin, but equally important to look ahead to the emerging issues and technology and to speculate on what the next twenty years will bring. So share your extensive knowledge, skills and ideas with attendees of this milestone conference being held at the Cairns Hilton from 2 – 5 October 2012.

This is the premier Systems Administration event in the Asia-Pacific region. Many of your colleagues and peers from across Australia and the world will be on hand to hear what you have to say and impart. It's an excellent vehicle for improving your standing in this industry sector.

SAGE-AU is all about advancing the profession of System Administration and educating System Administrators' in both technical and professional aspects. This is what the national conference will bring to our members and to you. It provides an educational forum for System Administrators' of all platforms and levels of experience to gather together and share their experiences and is an excellent opportunity to meet, network with and learn from acknowledged experts in the field.

This year we have not provided a specific theme to the conference – we are instead asking for a 'broad brush stroke' of papers across the spectrum of sys admin related issues, developments and interests. This could include an interesting case study, implementation of new technology or research that would benefit our profession. So you are not limited to a specific topic. Your presentation/talk should be designed to fit within the parameters of the following:

### Technical Program 2 - 3 October

- One stream of 45-90 minute presentations (although extended 90 minute sessions are limited).
- Keynote and Invited sessions featuring world acclaimed presenters. Sessions may range from 60 – 90 minutes

### Training Program 4 - 5 October

- Two days of Training Tutorials
- Three concurrent streams.
- Three hours (half day) or six hours (full day) in length each.

### Requirements for Submitting a Paper

This document provides all the information and deadlines to assist you with your submission so please ensure that you have read it thoroughly.

Then complete the Abstract Submission form providing all the necessary information that will assist the Review team to select your paper.

Submitted abstracts will be judged on the basis of significance, relevance, correctness, originality, and clarity.

### Abstract

A short abstract (100 – 200 words) is to be provided when submitting. **Please use full sentences.**

For the Training Program you are required to provide a minimum three learning objectives. **Please use dot points.**

Should your submission be accepted, this abstract including the learning objectives will be published on the conference website and in Conference material.

<b>BIOGRAPHY</b>	<b>DUE: 7 MAY 2012</b>
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A brief biography of approximately 100 words is to be provided when submitting your abstract. Biographies may include presenter/s positions, career details and major work achievements to date. **Please use full sentences rather than dot points.** Biographies should be **written in the third person.** Should your

submission be accepted, your biography will be published on the website, in conference material and will be used when introducing you as a presenter at the Conference. If you want to edit your biography at any stage please contact [eo@sage-au.org.au](mailto:eo@sage-au.org.au)

#### PHOTOGRAPH

**DUE: 2 JULY 2012**

Please submit a jpg version of a headshot of the main author/presenter to [eo@sage-au.org.au](mailto:eo@sage-au.org.au). These images may be published on the Conference website and in marketing material.

#### SPEAKER REGISTRATION

**DUE: 3 SEPTEMBER 2012**

All speakers must be registered to attend the 20<sup>th</sup> Australian System Administrators' Conference in Cairns. Accepted Speakers are entitled to a complimentary two day registration to the Conference on 2 and 3 October 2012. The registration does not include free access to any of the Training Tutorials from 4 and 5 October 2012 (unless you are presenting a Tutorial). Attendance will be at an additional fee. All accepted Speakers MUST register to attend the Conference after they have been accepted by completing the required REGISTRATION FORM. Final acceptance will be dependent on the conference registration of all presenters (except for keynote and invited speakers).

Presentations are limited to a maximum of two (2) speakers who must both participate in the presentation to receive the attendance benefits.

The complimentary Speaker Registration entitles you to:

- Entry to all Conference Sessions (Tuesday and Wednesday)
- Arrival tea/coffee, morning tea, lunch and afternoon tea daily (including the day of your Training Tutorial if applicable)
- One ticket to the Welcome Reception
- One ticket to the Conference Dinner
- Access to the trade exhibition
- Conference satchel and materials
- Access to the Conference Proceedings (if applicable)

#### SPEAKER REGISTRATION – WORKSHOPS 4 – 5 OCTOBER

Should any speaker want to attend a Training Tutorial, they will need to pay the applicable fee. This does not apply to the Tutorial the speakers may be presenting themselves.

The registration fee for all speakers who register and **pay by Friday, 3 August 2012** to attend any of the Training Tutorials is at the Early Bird rate. However, if your registration has not been paid by this time, the registration will automatically revert to the applicable Standard Registration rate.

For full registration rates please consult the Conference Website or Registration Form when available.

#### CANCELLATIONS AND SUBSTITUTIONS

If successfully selected to present at the 20<sup>th</sup> Australian System Administrators' Conference – Cairns, please avoid late cancellation or substitutions as marketing material with your name and company may be pre-printed and cannot be removed at a later date.

If you do need to cancel or substitute speakers please inform the conference manager at [eo@sage-au.org.au](mailto:eo@sage-au.org.au) as early as possible. Remember that if you are substituting another speaker to present your talk, you were selected due to your experience level and/or presentation skill. Substituting a lesser skilled presenter may result in the talk being cancelled.

Please confirm to check that the emails notifying a cancellation or substitution have been acknowledged by the conference manager or committee.

## THE CONFERENCE PROGRAM

Once all speakers have been selected and confirmed, a session schedule/program will be developed and uploaded onto the conference website. This will undoubtedly change a number of times before and after you have been provided with your presentation date, time and room. SAGE-AU therefore reserves the right to modify dates to meet scheduling and other program requirements; the conference website will always contain the most current details.

The invitation to submit an abstract does not constitute an offer to pay travel, accommodation or registration costs other than what has been agreed to for the 20<sup>th</sup> Australian System Administrators' Conference – Cairns 2012.

## SPEAKER PREPARATION

All speakers are required to check-in at the conference registration desk upon arrival (a minimum of 1 hour before their session start time, or during the morning tea, lunch or afternoon tea break prior to their presentation) to collect their conference ID and to assist the program coordinator with ensuring all speakers are present and accounted for.

A briefing session for speakers may be held on the morning of each conference day. There is an opportunity to meet with the AV technicians, program coordinator, and the chairperson of your session to discuss biographies and use of equipment. It is highly recommended you attend the briefing session on the day of your presentation to ensure the sessions run smoothly. Speakers will be advised of briefing session details including time and location in their final confirmation email prior to the conference.

All speakers must identify themselves to their session chairperson or the program coordinator by meeting in their presentation room at the start of the break prior to the start of their session. Failure to do so may result in a replacement speaker being substituted if it is not known if a speaker is in attendance.

A speaker preparation room is available for your use at the venue. This will allow you privacy to make amendments to your presentation if required. Details will be provided once accepted.

It is highly recommended that each speaker have a copy of their presentation on CD or data stick as a back up.

All speakers must bring and use their own laptop.

## AUTHORISATION FOR PUBLICATION

**DUE: 3 SEPTEMBER 2012**

All **Papers and Presentations** may be published on the SAGE-AU website on conclusion of the 2012 Conference.

We ask all speakers to provide permission for their Papers and PowerPoint presentations to be published. The "Authorisation to Publish" form is found at the end of this document and is to be submitted to SAGE-AU via email, fax or post by 3 September 2012.

**Please note: that by NOT returning the Authorisation form signifies your permission to publish your information.**

## AUDIO VISUAL REQUIREMENTS

**DUE: 7 MAY 2012**

All session rooms are equipped with a lectern, microphone, data projector and screen.

All session rooms, foyer and Exhibition area will have broadband access via wireless.

If you require any additional items, please make your request on the Abstract Submission form.

You are required to provide your own laptop for all your presentation/s and have your presentation on CD or data stick. Please bring a back up.

Please ensure any **additional** special A/V requirements (those requested after 7 May) are advised to the conference manager at [eo@sage-au.org.au](mailto:eo@sage-au.org.au) prior to **3 September 2012**. **Requests made for equipment once onsite may end in disappointment.**

## POWERPOINT PRESENTATIONS

As all the Conference Papers and Presentations may be published on the SAGE-AU Website, all speakers are required to either present their Papers and PowerPoint presentations to the program co-ordinator on arrival or prior to their session if they have not already forwarded a copy to the conference manager prior to the conference.

You will be able to make changes to your Paper or PowerPoint presentation if you submit them prior to the conference; however, you will need to re-supply your amended presentation to the conference manager onsite at the conference prior to your presentation.

### **Presentation Sessions:**

For ease of viewing by delegates, PowerPoint should be used for all sessions. Please note that only single projection will be available.

Please be advised the data projector image size in all other rooms is in standard 4:3 ratio. Please amend your PPT if this is a different ratio to the one you are currently using.

### **Suggestions for PowerPoint Presentations:**

- Use dark primary colours for text and light colours for background
- Lettering to be at least 0.7 cm in height (Size 14+ font).
- No more than six (6) to eight (8) words per line.
- Ideally – no more than six (6) lines per slide/overhead.
- Use upper / lower case text – (all capitals is almost unreadable).
- Use the 'text-build' feature to stop the audience reading ahead of you.
- Please try not to include audio sounds such as bells, whistles, zooming sounds etc.
- Try not to include clichéd clip-art e.g. Light bulbs.
- **Ensure all your text fonts are embedded.**
- PLEASE compress your photos to ensure the PPT is not too large for uploading onto the website.

If the original graphs and graphics are too detailed or condensed they should be converted to a suitable format for projection.

## Authorisation for Publication of Paper and PowerPoint Presentations

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Please complete and send this form to

**SAGE-AU**  
**375 Wickham Terrace**  
**Brisbane QLD 4000**  
**Australia**

**Fax to: +61 7 3013 3420**  
**Email: [eo@sage-au.org.au](mailto:eo@sage-au.org.au)**

**DEADLINE: 3 SEPTEMBER 2012**

Speaker/s Name: .....

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Paper Title/s: .....

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**Please tick**

Training Program

Technical Program

I hereby give permission to publish my Paper and PowerPoint presentation on the SAGE-AU website on conclusion of the 20<sup>th</sup> Australian System Administrators' Conference – Cairns 2012.

I do not give permission.

Signed: .....

Speaker's Name: .....

Company: .....

Email: .....

Date: .....