

ORAL PRESENTATION BRIEFING NOTES

The 8th Asian Conference on Geosynthetics (GeoAsia8) Organising Committee welcomes your contribution to the 2025 Conference.

In order to ensure 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 and pay for the Conference. If you have not yet registered, please [click here](#) and complete the registration form and payment. Registrations must be received by **Thursday 16 May 2025**. Failure to register by this date may result in the withdrawal of your presentation from the program.

Onsite at the Conference

Please visit the registration desk located in the **Boulevard Foyer** of the **Brisbane Convention and Exhibition Centre** when you first arrive and collect your name badge.

If you have any queries regarding the program or your presentation, please visit the registration desk located in the **Boulevard Foyer** of the **Brisbane Convention and Exhibition Centre**. The desk will operate during the following times:

Registration Desk Operating Hours

Tuesday 10 June 2025	0700 – 1800 hours
Wednesday 11 June 2025	0730 – 1630 hours
Thursday 12 June 2025	0800 – 1730 hours
Friday 13 June 2025	0800 – 1500 hours

Timings are subject to change

POWERPOINT PRESENTATIONS

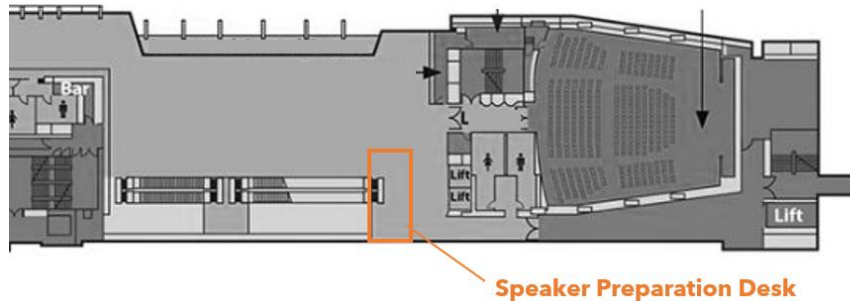
Speakers are required to submit their presentations via the [Abstract Submission Portal](#) prior to attending the Conference. All presentations are to be uploaded into the Abstract Submission Portal by **Tuesday 3 June 2025**. This is to ensure your presentation is uploaded and tested prior to you attending on the day. *Note that only the submitting author will be able to submit the PowerPoint Presentation for the abstract.*

Speakers will be able to make changes to their presentation during the Conference up to **two (2) hours prior** to the allocated presentation time. As a backup, please ensure to bring a copy of your presentation to the Conference on a USB. When uploading your presentation, ensure you select the correct submission type: **+ Submit PowerPoint Presentation**.

Presentations must be prepared in Microsoft PowerPoint using the [GeoAsia8 PowerPoint Presentation Template](#). Videos and/or animations must be embedded in the presentation file and cannot be linked to independent files. Please ensure that these are also saved as individual files on your USB.

SPEAKER PREPARATION DESK

The Speaker Preparation Room is located at the **Boulevard Auditorium Foyer** on the Boulevard Level. *Note that this Speaker Preparation Room is directly adjacent from the Registration Desk*



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

Speaker Preparation Operating Hours

Tuesday 10 June 2025	0700 - 1700 hours
Wednesday 11 June 2025	0730 - 1600 hours
Thursday 12 June 2025	0800 - 1700 hours
Friday 13 June 2025	0800 - 1500 hours

Timings are subject to change

At the Speaker Preparation Room, you will be able to prepare for your presentation, make final changes to your presentation on available computer stations, be able to view how the presentation area will be set up and receive demonstrations on use of the equipment.

All oral speakers are asked to load/check their presentation **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 in every room at the Conference:

- Projection screen and data projector
- One presentation computer with Windows OS, Office and Adobe Reader
- Microphone attached to the lectern

Internet access will be available from the presentation computer. Please have all your videos and fonts embedded into your presentation.

Should you require additional equipment it is essential that you contact the Conference Managers to discuss your requirements. We will try to accommodate requests, however this cannot be guaranteed.

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

SESSION DETAILS - CHECK AHEAD

Please visit the Conference website well ahead of time to confirm details of your session within the [Conference Program](#).

TIME ALLOCATION

The session time allocated is **20 minutes (15 minutes presentation + 5 minutes Questions & Answer)**.

Please ensure you keep to your allotted time, as this is essential for maintaining synchrony across concurrent sessions. Your Chair will time your presentation, giving warnings at 2 minutes remaining and when time is up. Rehearse with your slides to stay within the allotted time.

If a presenter is absent or the session ends early, stick to the program schedule to allow participants to attend other presentations on time.

SESSION VENUE - ARRIVE EARLY

Please assemble in your session room **at least 15 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.

SPEAKER PROCEDURES

- Your presentation will be available via the electronic 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 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.**

CONTACT THE CONFERENCE MANAGERS

Should you have any questions about your presentation, please advise the Conference Managers as soon as possible.

GeoAsia8 Conference Managers

Phone: +61 3 8888 9500

Email: geoasia8@arinexgroup.com

Website: www.geoasia8.org

Thank you for your help in making the Conference a success.