

Sixth New Librarians' Symposium
Be different
Sunday 10 and Monday 11 February 2013
Queensland University of Technology, Gardens Point Campus
Brisbane, Qld. Australia



Speaker information package

Overview

Congratulations on the acceptance of your proposal to speak at the Sixth New Librarians' Symposium in Brisbane in February 2013.

This document contains all the information you need as you prepare for your session at the Symposium. This document covers essential information like

- contact information for our Proposals and Speaker Liaison team
- registration information
- a detailed overview of the things you need to do between now and the Symposium
- presentation details, including session lengths, room types and audiovisual setup.

Please familiarise yourself with this document – particularly the *Roadmap to NLS6* section – and ensure you take all necessary action by the dates specified.

We look forward to working with you!

Jess and Fiona

On behalf of the Proposals and Speaker Liaison team

proposals@newlibrarianssymposium.com

Liaison

All enquiries regarding your session at NLS6 should be directed to the Proposals and Speaker Liaison team. You can contact them at proposals@newlibrarianssymposium.com.

Speaker registration

All speakers must register and pay to attend the Symposium. Speakers must register by 31 December 2012.

In order to keep registrations costs as low as possible, we are unable to offer a reduced registration rate for speakers. However, speakers are entitled to

- a complimentary ticket to the Symposium barbecue
- complimentary lunch on the workshop day
- either
 - a complimentary upgrade to a full day workshop OR
 - a complimentary half day workshop (in addition to half day workshop included in registration).

To take advantage of these inclusions, please ensure you choose the *Speaker – Early Bird* registration type when you register. Register online at alianls6.eventbrite.com.au

Things you need to do

Key dates at a glance

Sign up for mentoring	9 November 2012
Complete and return the <i>Speaker agreement and copyright clearance</i> form	16 November 2012
Complete the <i>Presentation and speaker information</i> form	30 November 2012
Register for the Symposium	31 December 2012
Submit your presentation file	7 February 2013
Show us your awesome at the Symposium	10 and 11 February 2013

Step 1: Sign up for mentoring

By 9 November 2012

For the first time, NLS presenters have the opportunity to sign up for mentoring. If you would like a mentor to assist you with any aspect of your presentation, please let us know by emailing us at proposals@newlibrarianssymposium.com by 9 November 2012.

Step 2: Complete and return the *Speaker agreement and copyright clearance* form

By 16 November 2012

Complete the *Speaker agreement and copyright clearance* form, which you will find at the end of this document.

Complete one form per presentation. Only one speaker needs to sign the form. Scan the signed form and return it by email to proposals@newlibrarianssymposium.com by 16 November 2012.

Step 3: Complete the *Presentation and speaker information* form

By 30 November 2012

Complete the online *Presentation and speaker information* form available at bit.ly/NLS6SpeakerInfoForm

Complete one form per presentation; the form is configured to manage multiple speaker presentations. The form must be completed by 30 November 2012.

Through this form, you will provide

- an updated title (if necessary)
- updated speaker information (if necessary)
- biographies for all speakers (200 words per speaker)
- a description that encapsulates the content and approach of your session that can be used in the program (maximum 500 words)
- any non-standard audiovisual or materials requirements
- any specific room configuration requirements.

Step 4: Register for the Symposium

By 31 December 2012

Each speaker must register for the Symposium online at alianls6.eventbrite.com.au

Step 5: Submit your presentation file

By 7 February 2013

You will be invited to join a Dropbox folder and you will submit your presentation file and any accompanying material (for example, videos) by uploading them to this folder. Don't worry - you'll be able to update your presentation before your session. You will receive an invite to this folder the week your file is due. Name your file with each presenter's name. Example: *Davis and Warren.ppt*. Add your file by 7 February 2013.

Step 6: Show us your awesome!

10 and 11 February 2013

Present your session!

Step 7: Moving forward

After the symposium

Presenters who wish to pursue publication of a journal article based on their NLS6 session are welcome to do so.

Your presentation

Session type / format

You are invited to structure your session in any way you wish, however, if you wish to change the format from that which you initially proposed, please contact the Proposals and Speaker Liaison team.

Length

Session lengths vary according to the session type. If you are unsure what length session you have been allocated, you should contact the Proposals and Speaker Liaison team to clarify.

Showcase presentations include 5 minutes of speaking time. Each Showcase session incorporates 10 minutes of question time at the end of the session (not at the end of each presentation). Note there is a prescribed format for showcase sessions (see below).

20 minute presentations include 20 minutes speaking time and 5 minutes for questions.

40 minute presentations include 40 minutes speaking time and 5 minutes for questions; or 45 minutes of workshop time.

Time limits will be strictly enforced. If you exceed your speaking time your question time will be reduced accordingly. Session chairs will start and finish each presentation on time to allow delegates to move across streams.

Showcase sessions

Showcase sessions will feature a number of brief, diverse presentations based on the Pecha Kucha/Ignite-style format. This format limits the time and slideshow length of presentations, allowing the rapid exploration of ideas, sharing of experiences, and discussion of issues in a focused, concise way.

Showcase presentations must follow a prescribed format. They must

- be five minutes in length
- use 15 slides that appear for 20 seconds each
- use PowerPoint slides that automatically transition after 20 seconds

Question time will be provided at the end of each showcase session (that is, at the end of all the presentations).

There will be two showcase sessions - one on each day of the Symposium. Delegates will have the opportunity to vote for their favourite presentation and prizes will be awarded in the closing session.

This is a challenging format! The following tips will help you prepare:

- Make use of mentoring!
- Practice and seek feedback from your mentor, friends and/or work colleagues.
- Refine your presentation to the essence of your idea - make only the most relevant and interesting points.
- Create visually engaging slides that add to the material you will speak. You won't have time to use lots of text in your slides - make use of images and key phrases instead.
- This format has become quite popular - a quick Google of "how to do pecha kucha" (and similar - you're an info professional!) to access lots of how-to's and guides on this format.

Materials

You are required to supply your own materials, if required (for example, handouts). If you need material that will be difficult to transport, please advise the Proposals and Speaker Liaison team.

Backup for live online connections

If you plan to bring a speaker in virtually (for example, via Skype), you should have a backup plan in case something goes awry. You are encouraged to discuss this with the Proposals and Speaker Liaison team.

Videos

If you plan to use online video (for example, a YouTube video), you should bring a copy of the videos with you on a portable storage device or DVD. Please make sure you provide any video material to the audiovisual contact person at the Symposium.

Room, audiovisual and technology setup

Symposium sessions will be held across three different rooms. Rooms will be allocated to particular sessions based on configuration, audiovisual and technology requirements.

Room one:

- Tiered lecture theatre
- Capacity 300
- Desktop microphone and two lapel microphones available
- Standard audiovisual configuration: PC, internet connection, data projector

Room two:

- Tiered lecture theatre
- Capacity 300
- Desktop microphone and two lapel microphones available
- Standard audiovisual configuration: PC, internet connection, data projector

Room three:

- Flat tutorial room
- Rectangular tables and chairs that can be moved (however you must notify us in advance of how you want the room configured)
- Capacity 80
- No microphone
- Standard audiovisual configuration: PC, internet connection, data projector

Audiovisual and technology support will be provided by volunteers and the Organising Committee. A designated support person will be available in each room throughout the Symposium.

If you have any non-standard audiovisual or technology requirements, please indicate these on the *Presentation and speaker information* form. If you need to notify us of any further requirements after you submit this form, email the Proposals and Speaker Liaison team.

Speaker agreement and copyright release

This form is an agreement between the Organising Committee of the Sixth New Librarians' Symposium (NLS6) and speakers who intend to present at the Symposium.

The form relates to original material submitted to the Sixth New Librarians' Symposium (NLS6) for the following publication purposes:

- Abstract(s) printed in program and abstract booklet
- Abstract(s), papers, presentation files and other multimedia material published electronically via the New Librarians' Symposium (NLS) and/or Australian Library and Information Association (ALIA) website

As part of NLS6, some sessions may be audio recorded for use by ALIA and/or distribution via the NLS and/or ALIA website(s). This release also gives permission by authors to have their presentation audio recorded.

By submitting this form, you agree to attend and present at NLS6. Speakers are required to pay the registration fee for the Symposium.

This form is to be completed by **one speaker** on behalf of all speakers involved in the presentation. Please return the form by **Friday 16 November**. Forms should be returned by **email to proposals@newlibrarianssymposium.com**. Please retain a copy for your records.

Session title

Speakers

List all speakers

Agreement to participate

- I/we are pleased to confirm my/our participation as a paper presenter/s at NLS6. I/we have read and understood all requirements for my/our presentation. I/we understand we must register and pay to attend the Symposium.

Copyright

Presenters and/or their employers retain copyright in the submissions (brief description, long description, abstract(s), papers, presentation files and/or other multimedia material), subject to granting a perpetual, irrevocable, worldwide, royalty-free, non-exclusive Creative Commons Attribution License in publication of the work (creativecommons.org/licenses/by-nc-nd/3.0). This license lets others copy, distribute and transmit your work, as long you are attributed as the creator, it is not altered and is not used for commercial purposes.

- I/we understand that all submissions (brief description, long description, abstract(s), papers, presentation files and/or other multimedia material) will be published on the website using a Creative Commons Attribution License.

Audio recording

As a part of NLS6 Conference, some sessions may be audio recorded for use by ALIA and distribution via the Symposium website. Please indicate below your consent to have your presentation recorded:

- Yes, I/we consent to having our presentation audio recorded and the recording distributed via the Symposium website under a Creative Commons Attribution License.
- No, I/we do not consent to having our presentation audio recorded.

Signed by _____ [name] on behalf of the speakers listed above [cross out if

not applicable] on _____ [date].

