



13th National Conference on Volunteering

27 – 29 October 2010
The Sebel and Citigate Albert Park
Melbourne, Victoria

Initiate. Discover. Examine.

SPEAKER GUIDELINES

SPEAKER REQUIREMENTS

The following information is provided to assist speakers at the 13th National Conference on Volunteering with the preparation of their abstract, biography, presentation and the publication of their presentation on the Volunteering Australia website. **All presentations at the 13th National Conference on Volunteering must be original and not previously presented at a conference within Australia.** All presentations must be owned by the author submitting.

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

Requirement	Deadline
Abstract	16 April 2010
Biography	16 April 2010
Speakers' acceptance notified	21 May 2010
Speakers' Registration payment	30 June 2010
Authorisation for Publication Form	31 August 2010
PowerPoint Presentation	31 August 2010
Full Paper	31 August 2010

Speakers who submit an abstract are assumed to have read the Speaker Guidelines 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 Program Committee. Please note, standard registration cancellation fees will apply.**

All speakers are required to register for the conference when submitting an abstract. Payment does not need to be made until your abstract has been accepted.

Please Forward All Items and/or Queries to: 13th National Conference on Volunteering
 C/- Eventcorp Pty Ltd
 PO Box 3873
 South Brisbane QLD 4101
 Tel: +61 7 3334 4470
 Fax: + 61 7 3334 4499
 Email: volunteering@eventcorp.com.au

ABSTRACT

Due Date: 16 April 2010

When submitting your abstract please consider the following:

- Abstracts must be submitted [online](#) by midnight **Friday 16 April 2010 (AEST)**
- Abstracts are to be no longer than 300 words
- Abstracts must relate to the conference theme

Conference Theme

The theme for the 13th National Conference on Volunteering is **Initiate. Discover. Examine.** The conference will explore the current and emerging trends in volunteering.

The conference aims to provide a national forum to:

- **Initiate** discussion, debate and analyse issues affecting volunteering;
- **Discover** new technologies that can affect or support volunteering;
- **Examine** initiatives that will grow volunteering and promote best practice in volunteering.

The 13th National Conference on Volunteering will draw together papers, workshops and ideas that explore the following streams:

- **Innovate:** sessions that address different or innovative volunteer programmes or approaches to volunteering.
- **Adapt:** sessions that address the changing environment and how the sector has had to adapt, or is adapting, to change.
- **Act:** sessions that look at the systems, policies and procedures in volunteering and volunteer management in a practical way that provides delegates with solutions, tools and tips.

Format of Presentation

1. **Presentation (30 minutes)**

Speakers submitting presentation papers will have 30 minutes to present their paper, including 10 minutes for audience questions and discussion.

2. **Workshop (90 minutes)**

Speakers submitting abstracts with the intention of running a workshop will have 90 minutes to present their paper. Papers presented in workshop format should feature audience interaction and participation.

All abstracts should be submitted online via the Volunteering Australia website, www.volunteeringaustralia.org/conference by **16 April 2010**. You can access and edit your abstract at any stage by using the access key provided.

BIOGRAPHY

Due Date: 16 April 2010

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 third person. Should your abstract be accepted, your biography will be published in conference material and will be used when introducing you as a speaker at the conference. You can access and edit your biography at any stage by using the access key provided.

SPEAKER REGISTRATION

Due Date: 30 June 2010

All speakers are required to register for the conference when submitting an abstract. Payment does not need to be made until your abstract has been accepted.

The acceptance of papers and workshops is contingent on presenters registering for the conference. Speakers must register and pay to attend the conference to be eligible to present.

Online registration can be found on the Volunteering Australia website, www.volunteeringaustralia.org/conference. When you register online you will be given an access key allowing you to view and edit your own registration, social function and accommodation details at any time before 21 October 2010.

AUTHORISATION FOR PUBLICATION

Due Date: 31 August 2010

All speakers' **PowerPoint presentations** and **Full Papers** will be published on the Volunteering Australia website following the conference. To do this we require all speakers to provide permission for their Papers and PowerPoint presentations to be published. To assist with pre-conference organisation, we also require speakers to provide permission for their email details to be given to the chairperson and fellow presenters in their session prior to the conference. This will allow the Chairperson to be able to contact you should they have any queries regarding your biography or presentation and for speakers to exchange information with the people leading/following their presentation.

The "Authorisation to Publish" form can be found on page 9 of this guideline and is to be submitted to Eventcorp via fax or post by **31 August 2010**. Alternatively, you can complete the form electronically and email to volunteering@eventcorp.com.au.

POWERPOINT PRESENTATION

Due Date: 31 August 2010

To ensure the smooth running of sessions, all PowerPoint presentations should be forwarded to Eventcorp by no later than **31 August 2010**. If you need to make changes to your PowerPoint presentation after submission you will be able to. However, you will need to re-supply your full presentation to the program organiser onsite at the conference **the day prior** to your presentation for pre-loading and checking.

Presentation Sessions:

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

Overheads and Slide Projection:

An overhead projector and slide projector will not be available. Please use data projection.

Length of Presentation:

Presentation lengths will vary and will be advised upon acceptance of your abstract.

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 do not include audio sounds such as bells, whistles, zooming sounds etc.
- Try to avoid using clichéd clip-art eg. Light bulbs.

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

All PowerPoint presentations should be sent to Eventcorp on CD-Rom no later than **31 August 2010**. Please note if your presentation file is smaller than 1MB you can email it to volunteering@eventcorp.com.au. You will be advised in your confirmation letter of the earliest version of PowerPoint to be used for your presentation in order for it to work effectively on the conference AV equipment.

FULL PAPER

Due Date: 31 August 2010

Submission of full paper

Full papers will be published on the Volunteering Australia website after the close of the conference. The deadline for Full Paper submission is **Tuesday 31 August 2010**.

Authors are asked to prepare papers according to the formatting outline provided on pages 6 and 7 of these guidelines. Please ensure you have read this outline prior to writing your full paper. **Full papers should be approximately 2000 – 3000 words and be 10 – 12 A4 pages in length.**

Please ensure that your full paper, PowerPoint presentation and "Authorisation to Publish" form are submitted by **31 August 2010**.

FULL PAPER GUIDELINES

Full Papers will be published on the Volunteering Australia website at the close of the conference.

Authors are asked to prepare papers according to the following submission outline, which should also be used as a final checklist before sending in your completed paper.

Papers will be compiled for publication on the Volunteering Australia website directly from the copy submitted by the speaker. **To ensure a high quality publication please follow the instructions carefully.**

Paper Length: 2000 - 3000 words

TEXT FORMATING

Software Package: Word for Windows or compatible

Title Font Size: 16 Point and Centred

Body Font Size: 12 Point and **left and right justified**

Font Type: Times New Roman

Margins: Top: 2.5cm Left: 2.5cm
Bottom: 2.5cm Right: 2.5cm

Spacing: Use **single-space**, single-column typing

FORMAT FOR PAPERS

Instructions to authors for preparing conference papers are included on the next page in the sample conference paper.

Page Numbering: Please do **NOT** number pages

Please do not include: Headers and Footers
Company Logos

SAMPLE OF CONFERENCE PAPER TO BE SUBMITTED:**PAPER TITLE**

THE TITLE OF THE PAPER SHOULD BE IN CAPITALS,
SIZE 16 POINT AND CENTRED

Author

The Author's name, including title and qualifications should be in leading capitals and lower case and centred. If there is more than one author, the author who will be presenting the paper should appear first.

FULL PAPER

Papers should be a maximum of 10 - 12 pages. The paper should begin with an introduction, the main content of your paper, including relevant methods, techniques, material studied, results and discussion; conclusions; acknowledgments (if any); and references. Tables, figures and pictures should be of a small file size and **must** be embedded in the word document as a word object (i.e.; separate files cannot be accepted).

Every paragraph of the paper should be **left and right justified** on an A4 page, leaving a 2.5cm margin on left and right sides of the text and 2.5cm on the top and bottom of the text.

Typestyle of the Title and Author name and affiliation should be single spaced Times New Roman with the **title in 16 point** and the **body in 12 point**. The text and side headings should be single spaced Times New Roman 12 point.

Text should occupy the full available width and be left and right justified. Do not number paragraphs. Leave a blank line between paragraphs. The first paragraph after a heading should have no indentation.

Major and Sub-Headings

All headings should be bold and left justified with a blank line above and below each heading. Major headings should be in all capitals, where sub-headings should be with an initial capital and lower case.

REFERENCES

The first line of each reference should be left justified and the second and subsequent lines indented 7.5mm. There should be no blank lines between references, which are to be arranged alphabetically. The Harvard system should be used for identifying references, e.g. "Jackson (1991) first suggested that a result could be determined and this was later confirmed (Jones 1995, pp12-15) but with qualifications (Mohamed 1996)".

Sample of references:

Ashford, J.L., (1989) *The management of quality in construction*, E&FN Spon, London.
Cheetham, D.W. and Carter, D.J. (1993) The challenge of assuring quality on site, *Building Research and Information*, 21(2), 85-98.

SPEAKER PREPARATION

All speakers are required to check-in at the registration desk upon arrival (a minimum of 1 hour before conference 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 will be held on the morning of each conference day. This 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, AV technician and 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.

FREQUENTLY ASKED QUESTIONS

1. Am I required to return the Authorisation for Publication of Paper & PowerPoint Form?

Yes please. This form is important and required in order to publish your Full Paper and PowerPoint presentation on the Volunteering Australia website and to allow your chairperson and fellow session presenters to contact you. **If this form is not returned, your Paper and PowerPoint will not be published.**

2. I will be using PowerPoint, am I required to bring a laptop computer?

No. A computer will be provided at the conference. However, should you wish to bring a personal laptop, please advise the conference secretariat by email: volunteering@eventcorp.com.au.

3. I have sent my PowerPoint presentation prior to the conference, am I required to bring another copy to the conference?

Yes please. We ask presenters to send their PowerPoint presentation in advance so that it can be pre-loaded into the on-site AV system and checked. However, it is necessary for each presenter to bring a second copy of their PowerPoint presentation on USB or CD-Rom to the conference as a back-up.

4. I have sent my PowerPoint presentation prior to the conference and need to make some changes. Can I re-submit?

Yes, if you have updated information you need to include, please update your presentation and bring your full presentation on-site to the conference. Please advise the conference secretariat that you will be providing an amended copy so that your old copy will not be pre-loaded into the venue laptop. To assist with time management on site, please provide your updated copy on USB or CD to the registration desk **the day prior** to your presentation so it can be uploaded and tested in advance of your presentation time.

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**Authorisation For Publication Of Paper and
Power Point Presentation**

Authorisation For Exchange Of Contact Details

Please complete and return this form to

**13th National Conference on Volunteering
C/- Eventcorp Pty Ltd
PO Box 3873
South Brisbane BC QLD 4101
Australia**

Fax to: (07) 3334 4499

DEADLINE: 31 August 2010

Speaker's Name: _____

Paper Title(s): _____

Please tick

- I hereby acknowledge ownership of and give permission to publish my Full Paper and PowerPoint presentation from the 13th National Conference on Volunteering, to be held 27 - 29 October 2010, on the Volunteering Australia website.
- I agree to allow my contact details including email and phone number to be given to the chairperson and co-presenters of my presentation session.

Signed: _____

Speaker's Name: _____

Date: _____