**CEED Seminar 2016**

**Paper and Presentation Guidelines**

Paper

* Papers are to be prepared using the prescribed template. **No deviation from the template will be permitted**.
* Papers are strictly limited to 6 pages in length, including titles, abstracts, images and references.
* The first draft is due to the CEED office (in word document form) by 12 noon on Monday August 31st. **Note that clearance procedures for your client may require that your first draft go to the client before this dat**e.
* To be accepted for publication, we **must** have the completed “Authorisation to publish” form the day before the proceedings are sent to the printers, which will be on Tuesday September 20th this year (so your authorization is due by 5:00 pm on Monday September 19th). If we do not have this form, your paper will not be included in the proceedings.
* The proceedings will be printed in Black and White – so if you use colour in your figures, make sure that they will work in Black and White.

Full Presentations – Students completing their projects in Semester 2 2016

* Each presentation will have a 20 minute time slot. You should plan on having a 15 minute presentation, with 5 minutes for questions. Time limits will be strictly enforced, so that guests can move between sessions.
* Students will be dressed in formal business attire – suits and ties for the gentlemen, the business equivalent for the ladies.
* Presentations will be loaded onto PCs running Microsoft Windows, and must be compatible with current versions of Microsoft Powerpoint. All animations and images should be checked in that environment
* There is no template for the presentation, as some clients may prefer that you use their template. University templates are available to students – but if you choose to use a template (the University’s or the client’s), you must adhere completely to the specified visual identity.
* Your presentation **must** be cleared by your client for public presentation – accordingly you should expect that it will have to go to the client for review **in its final form (subject to editing required by the client)** at the same time as the paper.

Short Presentations – Students starting their projects in Semester 2 2016

* Each presentation will have a 10 minute time slot. You should plan on having a 5-6 minute presentation, with 4-5 minutes for questions and discussion. Time limits will be strictly enforced, so that guests can move between sessions.
* Students will be dressed in formal business attire – suits and ties for the gentlemen, the business equivalent for the ladies.
* Presentations will be loaded onto PCs running Microsoft Windows, and must be compatible with current versions of Microsoft Powerpoint. All animations and images should be checked in that environment
* There is no template for the presentation, as some clients may prefer that you use their template. University templates are available to students – but if you choose to use a template (the University’s or the client’s), you must adhere completely to the specified visual identity.
* Your presentation **must** be cleared by your client for public presentation – accordingly you should expect that it will have to go to the client for review **at least two weeks prior to the seminar**.

Seminar Rehearsal

* Seminar rehearsal will take place on Tuesday the 20th of September, beginning at 6pm, in the MILC.
* All students will be prepared to present a more or less final version of your presentation, which should have been approved by the client (subject to changes made in response to feedback provided on the night).
* All CEED students are required to attend – all will play an important role in providing feedback on each presentation.
* Presentations will be loaded onto the PCs to be used at the seminar – so this will serve as a trial of your graphics and animations.
* All students will be required to maintain the confidentiality of draft presentations – though, again, presentations should have been cleared by your client for public presentation by the time of the rehearsal.