CEED Seminar 2020
Paper and Presentation Guidelines

Paper

- Papers are to be prepared using the prescribed template. **No deviation from the template format 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 24th**. **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 (if we do have printed proceedings this year) will be on **Tuesday September 8th** this year (so your authorization is due by **5:00pm on Monday September 7th**). 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 still work when printed in Black and White.

Full Presentations – Students completing their projects in Semester 1 and Semester 2 2020

- 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 men, the business equivalent for the women.
- 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 2020

- 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 men, the business equivalent for the women.
- 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 8th[th] of September**, beginning at 6pm, in a venue to be confirmed (we are hoping to get the rooms that will be used for the seminar).
- All students will be prepared to present a 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.