

# Handy Hints for the Novice Conference Presenter

## Full Day Workshops



If you are doing great work but never or hardly ever present to a live audience because the thought of it turns your knees to jelly....then here is a workshop for you.

Get the tools, the confidence (and the book) to go from this . . . . . to this:



### Workshop Program

#### 09:15 Introduction

##### Do you recognise the Rabbit in the Headlights

- Benefits of speaking at a conference
- Great reasons to embrace your worst fears about presenting
- Discussion of anxieties and fears about presenting

##### Brilliant Bios

- Why do we have a bio?
- What is the important info that you need to include in a bio?

##### Write A Bio that Promotes your Best Asset - You

##### Write a Winning Abstract

- What is an abstract?
- The good abstract – relevance, content, legible, flow, length,
- The value in reading submission guidelines
- Top Twenty Ways to Irritate Abstract Reviewers

##### Conference Program Development

- How are abstracts selected
- How are programs put together
- Your obligation to the organisers, your organisation and the audience

##### Learn from the Experts

- Watch video of some engaging presenters, analyse and discuss

##### Preparing Your Presentation

- The 5 Ps-Plan, Prepare, Proof, Perfect and Put it Away
- Tips for Engaging and Involving the Audience
- The Truth about PowerPoint

##### Plan, Prepare your Presentation

- Work individually or in groups to plan and then draft a 10 minute speech

##### Proof, Perfect and Put It Away

- Finalise the draft presentations
- Review and revise the speech
- Prepare any audiovisual aids
- Rehearse and check timings

##### Managing Yourself, the Venue and the AV

##### Presentations before the group, feedback and a prize for the winning presentation

##### 16:45 Close and Distribute Certificates of Attendance

### 2010 Workshop Schedule:

- 14 October (Newcastle, NSW)
- 19 October (Sydney, NSW)
- 22 October (Perth, WA)
- 10 November (Adelaide, SA)
- 17 November (Melbourne, VIC)
- 30 November (Auckland, NZ)
- 7 December (Parramatta, NSW)
- 10 December (Brisbane, QLD)



### Workshop Facilitator - Char Weeks

Char Weeks is a Certified Executive Master Coach, change agent and Chief Executive of the Australian change management company, Change Champions P/L.

A copy of her soon to be released book: "**Handy Hints for the Novice Conference Presenter or How to Avoid Throwing Up, Passing Out or Just Having a Nervous Break-down in Front of a Live Audience**" is included as part of your workshop registration.

More Information:

t: 02 9692 0533

e: [info@changechampions.com.au](mailto:info@changechampions.com.au)

w: [www.changechampions.com.au](http://www.changechampions.com.au)



## Handy Hints for the Novice Conference Presenter

### Registration Form

#### Delegate No.1 Details Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: \_\_\_\_\_  
Given Name: \_\_\_\_\_  
Company/Organisation: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
State: Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred Name for Badge: \_\_\_\_\_  
Special Diet: \_\_\_\_\_  
Disability Assistance: \_\_\_\_\_  
Do you agree to have your name and details on the seminar delegate list? Yes / No

#### Delegate No.2 Details Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: \_\_\_\_\_  
Given Name: \_\_\_\_\_  
Company/Organisation: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
State: Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred Name for Badge: \_\_\_\_\_  
Special Diet: \_\_\_\_\_  
Disability Assistance: \_\_\_\_\_  
Do you agree to have your name and details on the seminar delegate list? Yes / No

#### Delegate No.3 Details Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: \_\_\_\_\_  
Given Name: \_\_\_\_\_  
Company/Organisation: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
State: Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred Name for Badge: \_\_\_\_\_  
Special Diet: \_\_\_\_\_  
Disability Assistance: \_\_\_\_\_  
Do you agree to have your name and details on the seminar delegate list? Yes / No

#### Delegate No.4 Details Prof/Dr/Mr/Mrs/Ms/Miss:

Surname: \_\_\_\_\_  
Given Name: \_\_\_\_\_  
Company/Organisation: \_\_\_\_\_  
Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
State: Postcode: \_\_\_\_\_  
Country: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_  
Preferred Name for Badge: \_\_\_\_\_  
Special Diet: \_\_\_\_\_  
Disability Assistance: \_\_\_\_\_  
Do you agree to have your name and details on the seminar delegate list? Yes / No

## Handy Hints for the Novice Conference Presenter - Registration Details

Registration includes a copy of the book and a certificate of attendance

### **14 October 2010, Newcastle, NSW**

**Boulevard on Beaumont Hotel - 131 Beaumont St, Hamilton NSW 2303**

Early Bird: Full day workshop paid before 30 September 2010      \_\_\_ @ \$312 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Early Bird: Full day workshop paid before 30 September @ \$280.80pp (inc.GST)\$ \_\_\_\_\_  
Standard: Full day workshop paid after 30 September 2010      \_\_\_ @ \$360 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Standard: Full day workshop paid after 30 September @ \$324 pp (inc.GST) \$ \_\_\_\_\_

### **19 October 2010, Sydney, NSW**

**Quay Grand Suites - 61 Macquarie St, Circular Quay East, Sydney NSW 2000**

Early Bird: Full day workshop paid before 4 October 2010      \_\_\_ @ \$312 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Early Bird: Full day workshop paid before 4 October \_\_\_ @ \$280.80pp (inc.GST)\$ \_\_\_\_\_  
Standard: Full day workshop paid after 4 October 2010      \_\_\_ @ \$360 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Standard: Full day workshop paid after 4 October \_\_\_ @ \$324 pp (inc.GST) \$ \_\_\_\_\_

### **22 October 2010, Perth, WA**

**Venue TBA, Perth WA**

Early Bird: Full day workshop paid before 7 October 2010      \_\_\_ @ \$312 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Early Bird: Full day workshop paid before 4 October \_\_\_ @ \$280.80pp (inc.GST)\$ \_\_\_\_\_  
Standard: Full day workshop paid after 7 October 2010      \_\_\_ @ \$360 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Standard: Full day workshop paid after 4 October \_\_\_ @ \$324 pp (inc.GST) \$ \_\_\_\_\_

### **10 November 2010, Adelaide, SA**

**Hilton Hotel - 233 Victoria Square, Adelaide SA 5000**

Early Bird: Full day workshop paid before 26 October 2010      \_\_\_ @ \$312 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Early Bird: Full day workshop paid before 26 October \_\_\_ @ \$280.80pp (inc.GST)\$ \_\_\_\_\_  
Standard: Full day workshop paid after 26 October 2010      \_\_\_ @ \$360 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Standard: Full day workshop paid after 26 October \_\_\_ @ \$324 pp (inc.GST) \$ \_\_\_\_\_

### **17 November 2010, Melbourne, VIC**

**Rydges on Swanston - 701 Swanston St, Carlton VIC 3000**

Early Bird: Full day workshop paid before 3 November 2010      \_\_\_ @ \$312 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Early Bird: Full day workshop paid before 3 November \_\_\_ @ \$280.80pp (inc.GST)\$ \_\_\_\_\_  
Standard: Full day workshop paid after 3 November 2010      \_\_\_ @ \$360 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Standard: Full day workshop paid after 3 November \_\_\_ @ \$324 pp (inc.GST) \$ \_\_\_\_\_

### **30 November 2010, Auckland, New Zealand**

**Quay West Suites - 8 Albert St, Auckland, New Zealand**

Early Bird: Full day workshop paid before 15 November 2010      \_\_\_ @ 265.20 pp      \$ \_\_\_\_\_  
Standard: Full day workshop paid after 3 November 2010      \_\_\_ @ \$306 pp      \$ \_\_\_\_\_

### **7 December 2010, Parramatta, NSW**

**Sebel Parramatta - 350 Church St, Parramatta NSW 2150**

Early Bird: Full day workshop paid before 23 November 2010      \_\_\_ @ \$312 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Early Bird: Full day workshop paid before 23 Nov \_\_\_ @ \$280.80pp (inc.GST)\$ \_\_\_\_\_  
Standard: Full day workshop paid after 23 November 2010      \_\_\_ @ \$360 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Standard: Full day workshop paid after 23 November \_\_\_ @ \$324 pp (inc.GST) \$ \_\_\_\_\_

### **10 December 2010, Brisbane, QLD**

**Hilton Hotel - 190 Elizabeth St, Brisbane QLD 4000**

Early Bird: Full day workshop paid before 26 November 2010      \_\_\_ @ \$312 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Early Bird: Full day workshop paid before 26 Nov \_\_\_ @ \$280.80pp (inc.GST)\$ \_\_\_\_\_  
Standard: Full day workshop paid after 26 November 2010      \_\_\_ @ \$360 pp (inc GST) \$ \_\_\_\_\_  
ANTS Members Standard: Full day workshop paid after 26 November \_\_\_ @ \$324 pp (inc.GST) \$ \_\_\_\_\_

**TOTAL AMOUNT PAYABLE** \$ \_\_\_\_\_

**Payment Methods**

Change Champions P/L ABN 67 093 954 413

**1. PREFERRED: Register Online at [www.changechampions.com.au](http://www.changechampions.com.au)**

Simply visit [www.changechampions.com.au](http://www.changechampions.com.au), find the seminar of your choice and click on REGISTER. It's easy.

When you register on line, you can select your preferred payment option of:

- Generate an invoice that will be instantly emailed to the nominated responsible person
- Pay by EFT or cheque
- Pay online with a credit card

**OR Fax or mail the registration form and**

**2. Pay on your Credit Card**

Cardholders Name (PLEASE PRINT) \_\_\_\_\_

MasterCard     Visa ONLY

Card No.                     

Expiry Date: \_\_\_\_ / \_\_\_\_                      Amount to be charged: \$ \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**3. Pay by cheque/money order**

Please make cheques/money orders for your **registration fees only** payable to Change Champions P/L

**4. EFTPOS**

Account name: Change Champions P/L  
Bank: Westpac    Ref No: Handy Hints (Your surname)  
BSB: 033 058    Account No: 198 743

**5. Request an invoice**

Name and position title of person responsible for the payment of the invoice: \_\_\_\_\_

Email address: \_\_\_\_\_                      Ph: \_\_\_\_\_

All invoices must be paid prior to the seminar.

<b>MAIL:</b> Change Champions P/L	<b>FAX:</b> 02-9518 6898
PO Box 668	From overseas: +61 2 9518 6898
The Junction NSW 2291	<b>PH:</b> 02-9692 0533
ABN 67 093 954 413	From overseas: +61 2 9692 0533

**EMAIL:**    [info@changechampions.com.au](mailto:info@changechampions.com.au)

**Your registration will be confirmed by email.**

**Delegate Cancellation Policy**

A 50% refund will be offered for cancellations up to 28 days prior to the seminar. As we are contracted for a specific number of delegates, no refunds will be given after this date. However, an alternative delegate name may be submitted. Applications for cancellations and substitutions of delegates are **only accepted in writing** by email to [changechampions@bigpond.com](mailto:changechampions@bigpond.com). The cancellation policy also appears at <http://www.changechampions.com.au> on the home page under terms and conditions.

I have read and understand the conditions and delegate cancellation policy.

\_\_\_\_\_ signed \_\_\_\_ / \_\_\_\_ / \_\_\_\_ date.