



NATIONAL CONFERENCE SERIES 2010 - PERTH CONFERENCE

ORACLE WITH 20:20 FORESIGHT

"Innovate, Interact, Educate and Maximise the Use of Your Oracle Software"

Perth 22-23 November 2010: Burswood Entertainment Complex www.ausoug.org.au/2020



AUSOUG NATIONAL CONFERENCE SERIES 2010 - PERTH PROUDLY PRESENTED BY



AUSOUG



SPEAKER GUIDELINES

AUSOUG National Conference Series 2010

Perth
22-23 November 2010
Burswood Entertainment Complex

SPEAKER REQUIREMENTS

The following information is provided to assist speakers at the National Conference Series 2010 — Perth with the preparation of their abstract/s, biography, presentation, audio-visual requirements and publication of their presentation. All presentations at *ORACLE WITH 20:20 FORESIGHT* must be original and not previously presented at a conference or seminar within Australia in the 12 months. All presentations must be owned by the author submitting.

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

- **Speakers Details**
- **Abstract**
- **Biography**
- **Audio Visual Requirements**
- **Authorisation for Publication Form**
- **Papers and PowerPoint Presentation** (The Papers and PowerPoint presentation should either be sent to AUSOUG (PO Box 16, Wilston, QLD 4051) on a CDROM, datacard or presented to the program coordinator on the day before you present. If your presentation file is **less than 2MB** you can email it to: conferencemanager@ausoug.org.au)

KEY DATES FOR SPEAKERS

ITEM	DEADLINES
Abstract Submissions close	30 July 2010
Speakers notified of acceptance or decline	14 August 2010
Authorisation for Publication Form	19 November 2010
Final Presentation—Perth	21 November 2009

Speakers who submit an abstract are assumed to have read the Speaker's Guidelines and requirements 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 forward all items and queries to: AUSOUG
PO Box 16 Wilston QLD 4051 Australia
Tel: +61 7 3352 3250 Fax: +61 7 3856 0850
Email: conferencemanager@ausoug.org.au

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REQUIREMENT GUIDELINES

ABSTRACT SUBMISSION

DUE DATE: 30 JULY 2010

The AUSOUG/OAUG and ODTUG National Organising Committee is calling for papers and submissions for the AUSOUG National Conference Series 2010 Perth Conference being held from 22-23 November at the Burswood Entertainment Complex.

All members of our community are invited to submit papers for this year's event in Perth. Presentations should provide topical, engaging information relevant to the Oracle-influenced professional Business and IT community. If you are interested in presenting at the Perth conference, please submit your abstracts via the AUSOUG online submission system at http://apex.oracle.com/pls/otn/f?p=ausoug_20_20_abstracts no later than the 30 July 2010. Submitted papers will be judged on the basis of significance, relevance, correctness, originality, and clarity.

Our program allows for session times of 45, 60 or 90 minutes and includes a mix of Extended Educational Sessions (hands on) for 90 minutes each. These Extended Educational Sessions will be placed in a stream with up to three double sessions over the two days:

- Case study or useful tips
- Education sessions
- Real life experience and best practice
- Defining strategies and techniques
- The latest or best technologies

Presentations may include any topic from any of Oracle's Product Suite, services or your practical experience. Both Technical and Business streams will run throughout the conference program with presentations covering the implementation, use and support of Oracle and associated third party products and services.

BIOGRAPHY

DUE DATE: WITH LODGEMENT OF ABSTRACT

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 may be published in conference material and used when introducing you as a speaker at the conference.

SPEAKER REGISTRATION

DUE DATE: 5 NOVEMBER 2010

All speakers are required to be registered to attend the National Conference Series at Perth. Accepted Speakers will receive a two day registration to the Conference. All accepted Speakers **MUST** register to attend the Conference after they have been accepted. Final acceptance will be dependent on the conference registration of all presenters (except for keynote and invited speakers). All authorised papers/presentations should be available from the AUSOUG website on conclusion of the conference series.

Registration includes access to all conference presentations, exhibition, satchel, arrival tea, morning tea, lunch and afternoon tea over the days you have registered, sponsored social functions and related materials.

Presentations are limited to a maximum of two (2) presenters who must both participate in the presentation to receive the attendance benefits.

Each individual paper will consist of a 45, 60 or 90 minute presentation (inc Q & A) in one of the follow streams: Development; Applications; Database Administration; and BI. You will be asked to nominate the stream that best suits your paper. A session day and time will be nominated for you.

Papers can cover: Oracle Database and Technology; Oracle Fusion Middleware; Oracle BI; Oracle E-Business Suite Applications; Siebel; Hyperion; Stellent; Primavera; other Oracle Products that you believe will be of interest to our members.

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REQUIREMENT GUIDELINES...cont

CANCELLATIONS & SUBSTITUTIONS

If successfully selected to present the Perth conference, please avoid late cancellation or substitutions as marketing material with the speaker's name and company will be pre-printed and cannot be removed at a later date.

If you need to cancel or substitute speakers please inform the conference manager at conferencemanager@ausoug.org.au as early as possible. Please confirm to check that the emails have been acknowledged by the committee.

DISCLAIMER

The invitation to submit an abstract does not constitute an offer to pay travel, accommodation or registration costs other than what has been agreed to associated with the AUSOUG National Conference Series 2010 - Perth. Similarly, no speaker's fee is paid to successful applicants.

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 may be held on the morning of each conference day. There 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 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.

A speaker preparation room is available at both Perth and Melbourne conferences. This will allow you privacy to make amendments to your presentation if required. Details will be provided once accepted.

It is highly recommended that each speaker have a copy of their presentation on CD or data stick as a back up.

AUTHORISATION FOR PUBLICATION

DUE DATE: 19 NOVEMBER 2010

All **Papers and Presentations** may be published on the AUSOUG website on conclusion of the Conference.

We ask all speakers to provide permission for their Papers and PowerPoint presentations to be published. The "Authorisation to Publish" form is found at the end of this document and is to be submitted to AUSOUG via email, fax or post by **19 NOVEMBER 2010**.

Please note that by NOT returning the Authorisation form signifies your permission to publish your information.

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REQUIREMENT GUIDELINES...cont

AUDIO VISUAL REQUIREMENTS

DUE DATE: 5 NOVEMBER 2010

All session rooms are equipped with a lectern, microphone, data projector and screen.

If you require any additional items, please make your request with the Abstract Submission form. Please note, additional items may only be confirmed if the majority of speakers in that room require the same item.

You are required to provide your own laptop for your presentation/s. Some laptops may be available but you must give prior warning and have your presentation on CD or data stick.

Please ensure any special requirements are listed when submitting your abstract. This must be done prior to **5 November 2010. Requests made for equipment once onsite may end in disappointment.**

POWERPOINT PRESENTATIONS

As all the Conference Papers and Presentations may be published on the AUSOUG Website, all speakers are required to either present their Papers and PowerPoint presentations to the program co-ordinator on arrival and prior to their session or if less than 2 MB email it to conferencemanager@ausoug.org.au prior to the conference.

You will be able to make changes to your Paper or PowerPoint presentation if you submit them prior to the conference; however, you will need to re-supply your amended presentation to the program co-ordinator onsite at the conference prior to your presentation.

Presentation Sessions:

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

Please be advised 16:9 ratio wide screens are being used in the Astral Rooms, all other rooms are still in 4:3 ratio. Please amend your session PPT once a room is allocated to you

Overheads and Slide Projection:

Overhead and slide projectors will not be available. Please use data projection.

Length of Presentation:

Each individual session paper will consist of a 45, 60 or 90 minute presentation (inc Q & A).

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.
- Do not include clichéd clip-art eg. Light bulbs.
- **Ensure all your text fonts are embedded.**
- PLEASE compress your photos to ensure the PPT is not too large for uploading onto the website.

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

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Authorisation for Publication of Paper and PowerPoint Presentation

Please complete and send this form to

**AUSOUG
PO Box 16
Wilston QLD 4051
Australia**

**Fax to: +61 7 3856 0850
Email: conferencemanager@ausoug.org.au**

DEADLINE: 19 NOVEMBER 2010

Speaker/s Name:

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Paper Title/s:

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Please tick

- I hereby acknowledge ownership of and give permission to publish my Paper and PowerPoint presentation in PDF format on the Conference website on conclusion of the AUSOUG National Conference Series 2010 - Perth.
- I do not give permission.

Signed:

Speaker's Name:

Company:

Email:

Date: