

Guidelines for Papers and Presentations:

PAPER GUIDELINES.

Abstracts should be no more than 100 words and are to be submitted by email to:

○Stream: *Financial Management and General Interest* - julie@eshare.org.au

○Stream: *Manufacturing and Supply Chain* - angela@eshare.org.au

NOTE: Copy of presentations together with any associated documents should be sent to papers@eshare.org.au

Submission and acceptance of papers confers permission for the Conference Committee to publish and distribute the presentations via CDROM.

The following details are to be submitted with your abstract:

- Paper title
- Presentation Stream (see above for details of the four streams)
- Contact details:
 - First and last names
 - Title
 - Organization
 - Postal address
 - Email address
 - Telephone number
 - Fax number

PRESENTATION GUIDELINES.

Your session duration of 45minutes includes time for questions. Guidelines for preparation of your presentation are as follows:

- ℞• ensure the presentation is relevant to the abstract provided.
- ℞• Prepare your slide show in MS PowerPoint,

☞ include some textual description in your handout to elaborate on important slide bullet points (Conference delegates are asking for text based handouts rather than a straight copy of the slides shown)

☞ print 30 copies of your handout for distribution at the conference,

☞ print 2 slides per page on your handouts, back to back if possible,

☞ a front cover sheet will be forwarded within the next few weeks for stapling to your presentation,

☞ leave your handouts with the registration desk.

☞ a brief CV of yourself (50 to 75 words maximum to be sent to Julie Anderson (see below for email address)

☞ a copy of your Powerpoint presentation and accompanying text files to Julie Anderson at papers@eshare.org.au

In recent years many delegates have preferred to bring their own laptops for their presentation and for their own personal convenience. **Computers will therefore not be available.** Technical assistance will be available for connection to session room projectors.