

Instructions for Speakers

Things to consider during the workshop

1. Please arrive as early as possible and at least 10 minutes before your scheduled presentation.
2. Let the session chair know if possible if any problems arise
3. After your session, in the break, if the timing is convenient, please enter Gathertown, this will be another opportunity for workshop attendees to engage with you in an informal albeit virtual setting. The link will come with an email with instructions for attendees.
4. Enjoy the rest of the meeting!

Things we are asking you to do prior to the workshop:

1. **Send you slides to the session chair the day before your presentation (Friday 5th November for Monday presenters).** You will be able to share your screen but in the event of technical difficulties it will be good if we have a local copy. If you prefer not to share your screen please indicate this to your session chair in advance.
2. **Please send a title and abstract:** We would like to include your abstract in a pre-conference program and abstracts are also published in the workshop report.
3. **Register for the workshop:** Follow the registration link on the Workshop website <http://www.bom.gov.au/research/workshop/2021/index.shtml>. It takes only a minute or two to register.
4. **Test session:** If you would like to have a practice running through your slides using MS teams we will be running a practice session for multiple time zones in the week before the workshop. The dates and times of these sessions will be emailed to you in the week before.

Information for you:

1. Please be aware this meeting is **open** to anyone when deciding the content of your presentation.
2. **Audience:** The majority of attendees to the conference will be Bureau employees, but from across a wide range of roles including from the Business and Customer Service groups. Staff in these groups often invite their customers as well, and we encourage participation from Universities across Australia. Finally, speakers may have invited their colleagues to participate. Our program includes talks that cover NWP, nowcasting and climate research and applications, hydrology, fire and drought services, oceanography and sea ice modelling and monitoring. So, assume that the audience is not made up of experts in your field!
3. **Length and timeslot of your talk:** The invitation you received should give you the duration and rough timeslot of your talk. The time we have given you includes questions, and because of a large number of international speakers connecting in, we will keep strictly to time. Please keep your presentation well within the limits so that there is time for a question or two. Please see the draft program for the exact timeslot for your talk.
4. **Format and accessibility:** The Bureau has a commitment to accessibility of documents we make public, and we request that you consider those with disabilities and colour blindness when putting together your slides. Advice on how to make your PowerPoint accessible can be found on the internet, for example: <https://support.microsoft.com/en-us/topic/make-your-powerpoint-presentations-accessible-to-people-with-disabilities-6f7772b2-2f33-4bd2-8ca7-dae3b2b3ef25>.

5. **Slide sharing on the web:** Your slides will be uploaded to the Workshop website, unless you tell us that you do not want this to happen. We have been asked for your presentation to be in PowerPoint format (which makes it easier to enable accessibility features) but we will convert the PowerPoint to pdf for publication on the website. If you have not followed accessibility guidelines we may be unable to publish your slides.
6. **Recording of the workshop:** The workshop will also be recorded, and a recording of your talk may be featured on the Bureau's YouTube channel. We will ask your permission explicitly to upload any video content, but if you would prefer for your talk to not be recorded at all, please let us know in advance.

We are really excited by our program this year and are looking forward to your contributions!

If you have any general questions please contact caroline.poulsen@bom.gov.au or fiona.smith@bom.gov.au