

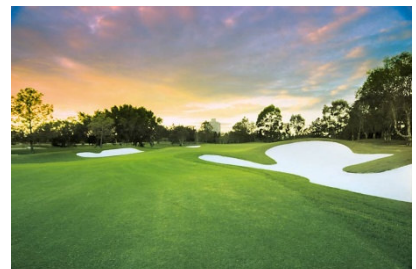


Revit Technology Conference

May 26-28 2011

Jupiters Gold Coast, Australia

Speaking Terms of Agreement



The following document sets out the requirements of speakers for the Revit Technology Conference.

Key Contact Information

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Background Information

The conference is run by users, for users. We are proponents of sharing of knowledge that will help each other within the AEC/FM industry. The sessions we convene during our conference are usually technical or solutions-based in nature, and always with a view to the attendees gaining and/or contributing something from/to the session. The conference is about sharing knowledge at an industry community level.

Becoming a Speaker

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There are two ways to speak and present at a Revit Technology Conference:

1. Submitting an abstract and having it accepted, or;
2. Being invited to present on a given topic

Once a speaker has his or her abstract accepted or is invited to speak, the following sets out the requirements that are placed on RTC speakers and also the assistance on offer from the RTC Organising Committee.

What We are Looking For

- Relevant topics
- Engaging presenters
- Willingness to share knowledge
- Sense of community

What We are NOT Looking For

- Sales pitches
- Overt self promotion

Presentations

Session Types/Formats

There are several accepted session formats:

1. Technical presentation - Speaker/s present from front of room, usually accompanied by audio-visual media. Size of session would typically be in the order of 20 to 100 attendees. These types of sessions would range from a 'how to' thru to real project case studies.
2. Lab session - where attendees learn from a speaker using a step-by-step live learning experience, while sitting at, or using a computer. Size of session would typical be in the order of 20 to 40 attendees.
3. Facilitated Forum - in the form of a workshop/roundtable or panel type discussion, where a speaker facilitates discussion on a specific topic or topics from those who attend.

Within any of the above formats, the following shall apply:

Session Lengths

- Technical Presentations or Facilitated Forums – 55 or 80 minutes
- Lab Session - 90 minutes

RTC events have a very good track record of keeping to the scheduled times. It is important that a speaker ensures the duration of their presentation matches the given timeslot.

NOTE: In Technical Presentations and Lab Sessions, it would be expected to allow 10 minutes for questions within the allocated time period.

Streams

Sessions are broken into streams. Presentations are required to fall under one of the following streams:

- Architecture
- Structure
- MEP
- BIM Management & Collaboration
- Sustainability
- Owners/Facility Managers
- Visualisation and Presentation
- General
- Principals'

Experience Levels

Each session is required to have an experience level nominated by the Speaker. Speakers are to ensure their nominated experience level matches the content in their presentation. The following are the experience levels that can be nominated:

- Intermediate
- Advanced
- All Levels

NOTE: After the abstracts are reviewed, the RTC Committee may suggest that the experience level nominated be revised.

Selection Criteria and Process

Submitted abstracts will be double-blind refereed by the RTC Committee. Abstracts will be approved on their merit, within the conference's time and resource constraints. Criteria for review shall be, but not limited to the following:

- Proposed session title matches proposed content
- Experience of the speaker
- Relevance of topic to RTC
- Potential benefit to, or interest of, RTC delegates
- Amount and quality of proposed content
- Proposed content matches proposed duration and skill level
- Number of like topics received

Acceptance of abstract

RTC will advise all submitting abstract authors by email if their abstract is accepted.

After review of the submissions, we may contact you to suggest changes to your subject matter, mode of presentation or experience level so that we can deliver a conference with the expected scope and quality of subject matter.

To ensure the quality of our conference, we place a limit of three (3) presentations per author.

If accepted, planning by both the speaker and RTC would begin in earnest.

RTC recognise the amount of work involved in developing a presentation for RTC and advise all speakers to allow enough time in their schedules so that a professional and informative presentation can be delivered on the day.

What RTC expects of Speakers

Timeline for submissions

Speakers are required to submit their handouts and or presentations by the advertised due dates.

Handout vs. Presentation

Once an abstract has been accepted, RTC would expect to receive a handout for that session that all attendees will receive on the day to take away with them.

In addition to this handout we would expect an actual presentation on screen. This may well be a short dot point form of the more detailed handout.

An electronic copy of the handout and the presentation will be required in advance of the conference so hardcopies can be made. Speakers will be advised of those dates.

The handout and presentation would be made available on the RTC website for download and therefore becomes public domain. As such a speaker will have ensured no elements or images of the presentation or handout is in breach of any confidentiality agreements and that all copyright is either already owned (original content) or that permission has been received from the copyright owner.

What RTC expects of Speakers

(continued)

Questionnaire

For Presentations and Lab Sessions, the speaker is required to provide a short 10-point questionnaire for attendees to answer – in relation to the content presented. This is required in order that the event qualify for the attendees' accrual of formal Career Professional Development (CPD) points by various industry body members.

Language Options

Presentations will need to be conducted in English. If you require a translator, one can be arranged prior to the event but the speaker will need to cover any associated costs. Translation will need to be resolved to the mutual satisfaction of both parties if the primary speaker is not fluent in English.

Software

Speakers are to nominate their software requirements to successfully deliver their presentation. The RTC committee will ensure the required software is installed onto the presentation PCs for the conference. Any changes to the required software should be communicated to the RTC Speaker Manager or RTC Secretary at least 30 days prior to the event.

Advertising/Marketing

Speakers are permitted to say who they are and who they work for. This should take no more than 30 seconds. Moreover, each speaker should be introduced by a third party (usually an RTC committee member or other person assigned by the RTC committee).

The integrity and quality of this conference is undermined by sales pitches made in a user-focused environment. Not only will it reflect poorly on RTC as an organisation, but also on the presenter. If sales and marketing is what you seek, there are alternative methods to reach your audience. These are discussed in the event's sponsorship prospectus.

Speakers shall not advertise their goods, products or services outside of this introduction. They may offer to meet with attendees after the session is complete. Based on the limited time available for each session, information advertising the speaker's wares may be provided in the session handout (which is separate to any visual aids such as a slideshow presentation). This shall be limited to no more than 150 words. Brochures may not be included in the session handouts and may not be distributed at the door without prior written consent of the RTC organising committee.

Speakers in breach of these terms may have their classes interrupted and be asked to leave the premises. No speaking opportunities at future RTC events will be considered.

At the conference

Speakers would be expected to have loaded and tested their presentation on the presentation equipment provided on the day before, or the morning of, their due timeslot.

Conduct

Revit Technology Conferences are professionally run for the benefit of the industry. Speakers are expected to conduct themselves in a similar professional manner.

What RTC expects of Speakers

(continued)

What Speakers can expect of RTC organisers

Notice of Cancellation/Absenteeism

If you have your abstract accepted, but then renege on presenting, the RTC Committee reserve the right to find a substitute speaker to present the same abstract.

If you've submitted your presentation or handout and then find you cannot present on the day of the conference you can either find your own replacement speaker for your topic or we will, at your approval, find a substitute speaker to present your material. You would still be able to receive credit for your work.

Should you discover you cannot present we expect to be notified immediately so alternative arrangements can be made.

RTC Events Management Pty Ltd, at its discretion, may choose to pass on associated costs to an accepted speaker who fails to advise the RTC committee of any last minute cancellation.

In the lead up to the conference

A speaker will be provided with an RTC branded Microsoft Powerpoint template from which they would prepare their presentation. Failing to use this template may require the speaker to rework and resubmit the presentation.

The RTC Speaker Manager is able to assist and provide guidance for speakers, in particular first-time speakers, with any concerns they have.

The RTC Speaker Manager or representative will make regular contact with the speaker to ensure the development of the presentation remains on track.

Speakers may request previous sample RTC presentations as a guide in developing their own.

At the conference

Speakers can expect to have someone introduce them prior to the start of the session and to have a room attendant to assist in timekeeping and general order during the presentation.

Speakers can expect to receive on-site technical support for any last minute audio-visual issues.

Speakers will have a time clock to assist with the pace of the presentation.

Speaker's Entitlements

Complimentary registration will be offered to one author per successful abstract. Travel and accommodation is at the author's own expense.

For each subsequent successful abstract, an honorarium of AUD300 will be paid. This will be paid in the form of cheque/direct deposit or as credit towards your accommodation at the conference venue, after your presentations have been made.

A co-presenter will not be entitled to either the complimentary registration or the honorarium, although the honorarium may be shared between the primary and co-presenter at the discretion of the primary presenter.

Invited members of any panel discussions will not be entitled to either the complimentary registration or the honorarium.

What Speakers can expect of RTC organisers

(continued)

Presentation Guidelines

Speaker Community

Speaker acceptance

Speaker's Entitlements (continued)

Speakers will be invited to join sponsors and RTC Committee for a briefing cocktail party the evening prior to the conference.

Speakers and their employers will receive acknowledgement in the final wrap up session.

By way of presenting at an RTC Event, speakers will receive acknowledgement from their peers.

Speakers may be entitled to additional CPD points, depending on the professional associations they are members of.

What Makes a Presentation Successful?

- Presentation and or handout written in sentence case and in English
- The presentation viewed on screen should be short and succinct leaving the handout to provide the additional details. In addition, the presentation should be readable from the rear of any session room.
- It grabs the viewer's attention
- It clearly communicates your information
- You stay in control of your presentations
- You allow enough time for questions and answers at the end

Further tips can be found at

<http://www.microsoft.com/atwork/skills/presentations.aspx>

Review and feedback

Speakers will be rated at an operational level (timeliness of submissions, completeness according to criteria requested) by the RTC Committee, which will be added to the delegate feedback to provide an overall speaker rating.

RTC is always looking at ways to improve all aspects of the conference. If, as an accepted or potential speaker, you have any suggestions, please feel free to pass them onto the RTC Speaker Manager.

RTC speakers and general interest parties can utilise the 'Linkedin' group 'RTC Community' to share and discuss items.

Refer to <http://www.revitconference.com.au> to join the community

By submitting an abstract, speakers acknowledge that they have read, understood and agree to abide by the requirements and conditions listed within these guidelines.

