



Institute of
Public Works
Engineering
Australia
(NSW Division)

IPWEA NSW Annual Conference 2008

SPEAKER'S HANDBOOK

18 – 21 May 2008
Crowne Plaza, Parramatta

ENQUIRIES:

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Thank you for your proposal to prepare a paper for the 2008 IPWEA NSW Division Annual Conference. This document has been designed to assist you with the preparation of your presentation and written paper.

If you have any questions, please contact John Roydhouse on (02) 8267 3007 or Roisin Mullan on (02) 8267 3013.

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Introduction

The preparation of a paper for the conference is a unique opportunity to share your knowledge and experience, and to contribute to the future of local government and the public works industry.

When drafting your paper, please give appropriate consideration to ensuring that the paper meets the needs of the delegates. The delegates are expected to include local government & public works engineers, Road Safety Officers, elected representatives, other professionals, students and media.

It is also important to address the theme of the conference, "***A Change In Climate***".

We trust that this document will assist you with compiling your paper and presentation but if you need any clarification or assistance please contact Roisin Mullan on (02) 8267 3013. And please remember your **deadline of Monday 28th April 2008!!!**

Paper Guidelines

A. Layout

Please refer to the "Paper Template" and sample paper for examples of the paper layout and format. You will notice that the template uses the following headings:

- **Title and Author(s)**

Type the title of the paper in capitals centred at the top of page one. Author details are to include first name and surname (line 1), position title, organisation, state and country (line 2).

- **Paper Summary**

The 100-word paper summary, that clearly describes the paper to delegates, will be reproduced in the Program Book. This will enable delegates to plan the presentation they will attend. Please ensure that this summary contains an accurate account of your paper.

- **Introduction**

Use the introduction to place your paper in context with other work, state issues, indicate scope of work, why the work was undertaken, and mention new approaches, limitations or assumptions upon which your work was based.

- **Other Headings**

Using headings at appropriate locations through the paper helps the reader comprehend the contents. Refer to the next section for details of Heading Levels.

- **Conclusion**

Write concise, clear and sound conclusions. They can determine the real value of your paper.

- **Acknowledgments, References**

Only acknowledge assistance out of the ordinary. It is not necessary to record the permission of your organisation to publish the paper. Place references at the end of the paper. See referencing section for more information.

- **Appendices**

Appendices, if any, should be lettered eg. **Appendix A**. They should be in the same format as the body of the paper and follow after any References.

- **Author Biography**

Please include a photograph and brief author biography (100-150 words), written in a narrative style. This should be typed immediately after all other material. Include author(s) postal and e-mail addresses together with telephone, fax and mobile (optional) for delegates to make contact if further information is sought. Refer to the sample paper and template file for assistance.

B. Typeface, Size and Style

The Paper template has already been formatted to reflect the conference requirements being:

- **Paper size:** A4 paper
- **margins:** left/right 2cm, top/bottom 2.5cm
- **headers & footers:** already embedded
- **type face:** Arial only
- **type style & size:** only use the following font style & sizes (these are preset in the template file)
 - **PAPER TITLE** 16pt, bold, centred, upper case
 - Author, Organisation, State & Country 11pt, regular, centred
 - **Paper Headings** 12pt, bold, left justified
 - ***Paper Subheadings*** 11pt, bold italics, left justified

- Body Text 11pt, regular, full justification
- **headings:** Please do not underline, or number headings; allow one clear line below primary paper headings; second level subheadings without a blank line below headings (these are preset in the template file); avoid the use of third level headings
- **line spacing:** single
- **paragraphs:** leave one line between paragraphs; do not indent; begin at left margin
- **columns:** title, author details, paper summary are single column; body of paper including references use two columns; Appendix and Biography is back to one column
- **bullet points:** use sparingly
- **figures, tables:** integrate figures & tables into the main body of the report; minimum font size in tables is 10pt; identify figures and tables using Arabic numerals e.g. **Figure 1**; follow with a caption to describe; leave one blank line between figure/table and caption; include figures/tables in Appendix at end of paper if double column section too narrow; maximum width of figures/tables to be 12cm; avoid turning tables on their side in landscape mode
- **units of measurement:** use the International System of Units (SI) with volumes in terms of L, kL, ML

C. Word Count

Please note that the maximum total text is 3,000 words (plus 100-150 word biography and photograph). In Microsoft Word, a word count can be obtained by checking the document properties (Tools/Word Count).

D. Copyright Issues

The author submitting a paper is responsible for obtaining any copyright clearance needed for all materials supplied to the conference.

E. Proof Reading

Paper authors are responsible for ensuring that the submitted text has been proof read. It is also extremely useful to have two other people, who will give you an

honest and critical evaluation, read the paper. Have them mark up any issues that they don't understand, are seen to be grammatically incorrect, identify spelling faults, punctuation errors, etc.

F. Referencing

Please use the *Harvard* system of referencing, in which the author's name(s) and year are quoted in the text, and the full listing is given alphabetically by first author's name in the reference list at the end of the main text.

- **In the text** e.g. "Levenspies (1923) describes reactor flow pattern in terms of dispersion number... " or " Dispersion number can be used to describe reactor flow pattern (Levenspiel, 1923)... "
- **In the reference list:** List references at the end of the paper alphabetically by author, and then chronologically by date if an author has written more than one reference.

Use the following format Author's surname and initials (Year of publication) Title of article. *Journal/book title* Volume number Edition or Book publisher if applicable, Page(s).

Example of a Journal Reference: Hartley, K.J. and Vowells, J.B. (1979). "Effects of Filtration Rate Changes on Filtered Water Quality", *Water*, 6,2, 10-13.

Example of Book References: Levenspiel, O. (1972). Chemical Reaction Engineering, 2nd ed., John Wiley & Sons, New York, 17-25.
If several papers by the same author(s) share the same date: place a, b, c, etc., after the year of publication.

G. How do I submit my paper?

Papers should be submitted by **e-mail** (as an attached Microsoft Word file). They will be published on the IPWEA NSW Division website after the conference, so coloured graphs and pictures are encouraged.

Please email the completed document to conference@ipwea.org.au . If the file is larger than 1MB, please burn to a disc and post to IPWEA NSW Attention: Roisin Mullan.

Please also keep a copy of all material and files - just in case something goes astray!

Presentation Information

A. Presentation Format

We request that all presentations are compiled using the powerpoint template designed by IPWEA NSW. We encourage you to use colour images, short videos, pictures and other aids during your presentation.

We require a copy of your presentation to be burnt to a disc and sent to IPWEA NSW prior to the **1st May 2008** for loading onto the laptops. Please also bring a functioning back-up disc with you on the day and if your presentation has been altered please ensure that you provide a disc to the Audio Visual Technician at least an hour before your presentation where possible.

B. Arrival at the Conference

When you arrive at the Four Seasons Hotel, please proceed to the registration desk in the Ballroom Foyer. This is on your right as you enter the hotel. You will have been pre-registered for the conference sessions at the Four Seasons Hotel on the day you are presenting at no cost to yourself, but please note that if you wish to attend the whole conference please register as a full delegate at the Member rate of \$990.00. If you wish to attend a social event only, please complete the registration form and select which social program tickets you would like. In either case, can you please complete the registration form on the back of the registration brochure and fax to (02) 9283 5255 so that your details are input correctly.

Upon registering you will be given your badge, a conference program and shown where the Speaker Ready Room is as well as the relevant breakout room.

Please ensure that you are at the venue no less than 30 minutes before your presentation time. If there is any last minute travel delays please phone John on 0406 959 344 or Roisin Mullan on 0403 666 940

C. Speaker Ready Room

There will be a Speaker Ready Room at the conference where you can meet your Chairman, alternatively, your Chairman will be waiting for you in your session room. There will be continuous tea and coffee and pitchers of iced water in this room, enabling you to relax prior to your presentation.

Please arrive at your breakout room at least 15 minutes before your session commences. Please advise if you have any special requirements.

D. Audio Visual Requirements & Assistance

Each breakout room will be equipped with a laptop with your presentation loaded on it, a data projector and a lectern. An audio visual technician will be based in each breakout room to help speakers get ready for their sessions and will remain there throughout the presentation to ensure it runs smoothly.

If you have any further basic audio visual requirements, such as a whiteboard, flipchart or overhead projector, please advise us as soon as possible and no later than the **1st May 2008**.

E. Session Chairpersons

We will be inviting Chairmen for the sessions soon and will let you know in due course the name and contact details of your Chairman. The Chairman will probably contact you prior to the Conference to arrange a time and location to meet you at the conference.

F. Co-presenters

If you will be having a co-presenter at the Conference, please ensure that a registration form is completed and sent back to IPWEA NSW by the **1st May 2008**.

G. Dress Code

We ask that presenters wear smart casual attire for their presentation. Delegates at the conference will also be in smart casual attire. Some delegates may wear business suits/sports jackets especially on Tuesday 20th May for the opening ceremony when we have had State government officials attend in the past.

Other Information / On-site contacts

Prior to the Conference

Please contact John Roydhouse at IPWEA NSW on (02) 8267 3007 for any conference related queries. If unavailable, Roisin Mullan will also be able to assist you in the second instance. Her direct line is (02) 8267 3013.

On-site at the Conference

IPWEA NSW • Level 12 447 Kent Street • SYDNEY NSW 2000 • T (02)9267 6677 F (02)9283 5255

The IPWEA NSW team will be based at the registration desk in the Grand Ballroom Foyer. If this desk is unattended, please proceed to the conference secretariat room (Marsden Room).

Registration Desk Opening Hours

The registration desk located in the foyer of the Grand Ballroom will be open at the following times:

- Sunday 18th May 2008: 3pm to 5pm
- Monday 19th May 2008: 8am to 5pm
- Tuesday 20th May 2008: 8am to 5pm
- Wednesday 21st May 2008: 8am to 5pm

After Hours Assistance

For any urgent enquiries outside these hours, please use the following mobile contacts:

- John Roydhouse 0406 959 344
- Roisin Mullan 0403 666 940

Venue Details

The conference is being held at:

Crowne Plaza Parramatta
30 Phillip Street
Parramatta NSW 2150
Phone Number: (02) 9689 3333
Fax Number: (02) 9891 6384

Accommodation

We have placed a limited number of rooms on hold at the Crowne Plazal at a specially negotiated rate. Rates listed are per room per night and are subject to availability:

- Standard Room - \$205 per singles/twin without breakfast
\$220 per single with breakfast
\$240 per twin with breakfast
- Deluxe Room - \$240 per singles/twin without breakfast
\$260 per single with breakfast
\$280 per twin with breakfast

Please contact the Crowne Plaza, Parramatta to book your room at the hotel. Be sure to mention you are with the 2008 IPWEA NSW Annual Conference to receive a discounted rate.

Crowne Plaza, Parramatta contact details:

Telephone: 61 2 9689 3333

Facsimile: 61 2 9689 3959

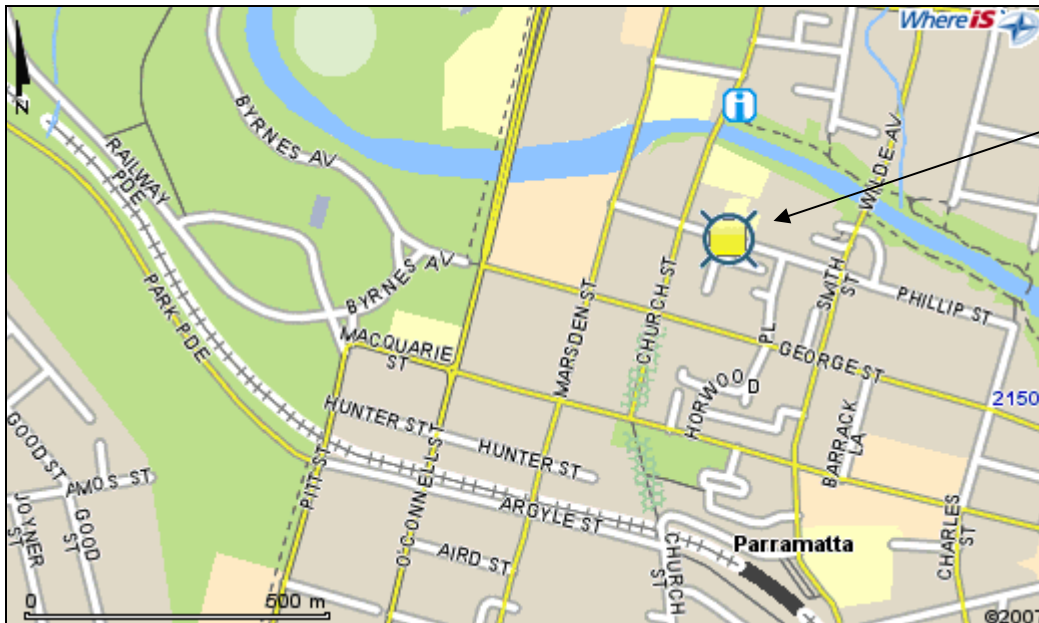
Email: hotel@crowneplazaparramatta.com.au

For further information about the Crowne Plaza please visit <http://www.crowneplazaparramatta.com.au>.

Should the Crowne Plaza be fully booked, we suggest visiting <http://www.marriott.com.au>.

Parking

Premier Parking manages the car parking station located underneath the hotel. The rate is \$15 (Usually \$19) per car per day, and is subject to availability.



Crowne Plaza
30 Phillip
Street

Should the Crowne Plaza Hotel Car park be full, please visit <http://www.premierparking.com.au> for more parking options.

