Information for Presenters (Jan. 31 update)

(Note that all Information for Presenters is also on the Presenters' FAQ page.)

We do look forward to seeing you at COSAC 2018. If you have any queries after reading the details below, please do not hesitate to contact the staff in the ISCAST office on 03 9254 1045 or at admin@ISCAST.org.au.

Conference registration

Please remember to register for the conference. You can do this online, or by downloading the form from the website and sending it to the ISCAST office by post or fax. Online registrations can be done here: http://iscastcosac.org/registration/

Please note that **earlybird registration has been extended and now closes on 14 February 2018** and accommodation bookings for our block booking at Oaks River City close on 20 February.

Presentation requirements

To enable smooth running of presentations, please read carefully the presentation details below. Please notify the office prior to Friday March 16 if you have any other requirements for your presentation.

Publishing of conference proceedings

We hope to publish many of the COSAC presentations on the ISCAST website, either as opinion (unrefereed) or as refereed articles (subject to blind peer review). If you would like your talk published (please consider doing so!), please consult the guidelines for authors at http://iscast.org/journalpage for formatting and referencing requirements, and submission information.

As well as online publication, we hope that ISCAST will publish a book of proceedings from the conference (in a new "ISCAST science and Christian faith" series). If this is the case, you will hear from us again about the possibility of including your presentation.

Social media

- **Facebook Group**: COSAC has its own Facebook group here: https://www.facebook.com/groups/cosac2018/ Please join the group.
- **Twitter** – Join the conversation by following ISCAST and using the hashtag #COSAC18

Guidelines for Presentations

Presentations should be 15 to 20 minutes, which will allow 10 minutes for discussion afterwards. These presentations run like a TED Talk. They are concise and must be able to be understood by an audience of people who are not specialists in your field.

The speaking and discussion time limits will be strictly enforced. The chairperson in your session will be instructed to terminate (so to speak!) any speaker who goes over time, so please rehearse your talk to be sure it will fit comfortably within the time allowed.

As a rule of thumb, allow for about 100 words/min so that you can speak at a relaxed pace with brief pauses. Hurrying your speaking will lose the audience.

If for some reason you find you are running behind schedule, make sure you move to your conclusion before the time is up.

Handouts

Abstracts and bios will be printed in the conference booklet. If you wish, you may like to bring along some hard copies of your full presentation or some useful notes to give out to participants. If you wish to do this, get in touch with the office in the week before COSAC to find out how many copies we recommend.

If you wish to make a longer version of your talk available online, either before, during or after COSAC you are welcome to do so.

Audio visual requirements

To enable smooth running of presentations, if you wish to use a PowerPoint presentation for your presentation please note the following:

- We will provide computers and data projectors for you to load your presentation from your own USB drive. If you send a PowerPoint file to us a week before the conference we can load it up, but please name the file clearly with your surname in capital letters.
- Please use Powerpoint (or a PDF file) as we cannot guarantee any other sort of file will be compatible with our equipment. Note that the data projectors will be set to a 16:9 (large screen) aspect ratio so you should select that option in "page setup" in Powerpoint before you start work on your presentation.
- Please notify the office prior to Friday 16th of March if you need audio with your presentation or if you have any other requirements.