

Presenter Guidelines

The Queensland Music Education Conference 2025 Organising Committee welcomes your contribution to the 2025 Conference.

In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

Registration details

Prior to the Conference

All presenters are required to register for the Conference. If you have not done so already, please visit www.qmec.org/registration.

Onsite at the Conference

The registration desk will be located at the Conservatorium, Level 2. All participants must visit the registration desk to collect their Conference materials and name badge before gaining access to the Conference.

We encourage you to register as early as possible to allow for seamless and timely access to the Conference. **Please bring your confirmation letter with the barcode on it.** You will need to provide this (either a printed copy or on your mobile device) at the registration desk for your name badge to be printed. Your barcode will be sent in a separate email later this week.

Registration desk opening times are:

Sunday 6 July 2025 | 04:00pm – 05:00pm

Monday 7 July 2025 | 07:00am – 06:00pm

Tuesday 8 July 2025 | 07:30am – 05:00pm

Wednesday 9 July 2025 | 07:30am – 04:30pm

Speaker Procedures & AV Equipment Onsite

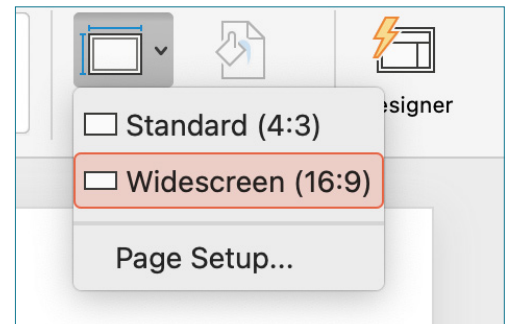
- **Arrive Early:** Please be in your session room during the break immediately preceding your presentation 15 minutes before the session or during the breaks.
- **Equipment Provided:** Each room is equipped with a conference laptop for you to upload your presentation directly.
- **Bring Your Presentation:** Bring your slides on a **USB flash drive only**. Other media (cloud links, personal laptops, email slides) will not be accommodated.
- **Pre-Session Check:** Please visit the room, upload your slides from your USB and test slides and sound (if any) prior to the session start.
- **Start on Time:** Completing this check during the break ensures the session begins promptly at the scheduled time. A QMEC team member will be present to provide assistance in your room onsite.

Powerpoint Presentations

A branded QMEC 2025 PowerPoint template is available, and all speakers are encouraged to use it to ensure a consistent and professional presentation style. [Click here to access the QMEC 2025 PowerPoint Template.](#)

Presentations must be completed in Microsoft PowerPoint. Should your presentation be in Mac format, it is imperative that this be converted to PC format prior to arrival at the Conference.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:



1. In PowerPoint or Office 365 choose the **design tab** then click on the **slide size** button.
2. In the drop-down box, select **Widescreen (16:9)**.

You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

Embed your Fonts

We encourage you to embed the fonts you are using in your presentation to ensure that they are displayed correctly during your talk. As each computer system and company can have its own unique fonts, they may not appear correctly if the font is not embedded into your slides.

To embed your font into your PowerPoint presentation:

1. Click File > Options > Save As > Browse
2. In the dialog box, click Tools > Save Options on the lower right-hand side.
3. Scroll down to where you see the embedding options at the very bottom and check that **Embed fonts in the file** and **Embed all characters** are both selected.
4. Click **Okay** and then save the presentation.

Now that your fonts are embedded into your PowerPoint file, you can now share the file or upload to the internet and keep all fonts displayed exactly as in the original PowerPoint.

The recommended fonts are Arial and Times New Roman. Please note that certain fonts may not be supported onsite.

Contact Us

Should you have any questions about your presentation, please advise the Conference Managers as soon as possible.

QMEC 2025 Conference Managers

Phone: +61 3 8888 9500

Email: qmec@arinexgroup.com

Website: www.qmec.org

Thank you for your help in making the Conference a success.