**AV Presenter document**

*The following document is designed to ensure essential information is passed between presenters and conference organisers. Please provide your answers to the following questions as soon as possible; the second page provides some information that will be useful to assist you as you create your presentation so please read over it.*

* Is your presentation created in Powerpoint? YES/NO
* If no, please advise what programme your presentation has been created in:
* Do you intend to have video or audio files embedded in your presentation? YES/NO
* If yes, are these embedded into your presentation or will they be played separately?
* Do you require access to the internet for links embedded in your presentation? YES/NO
* Are you providing your own device to present from? i.e. laptop YES/NO
* If yes, please advise the type of device (eg laptop, Macbook, etc):
* Please indicate what type of microphone you would prefer to use:

Lapel mic Handheld mic Lectern mic

* Do you require any accessibility supports for your presentation? YES/NO
	+ If yes, please advise the supports required (e.g., chair available to sit on, assistance with changing slides, NZSL interpreter etc)

**Please let us know any other details that may be relevant.**

**Information to assist in creating your presentation:**

Please ensure that you set your presentation slides to 16:9 format before you begin making your presentation (you can change to 16:9 later however it may require some changes to get images to sit properly on slides).To change your slides to 16:9 in PowerPoint follow these instructions:

1. Open a blank PowerPoint presentation

2. Click on the ‘Design’ tab

3. Click on Slide Size and then click on Widescreen (16:9) in the dropdown menu

Please bring your presentation on a USB in case we need to reload it onto our laptop(s).

• Embedding of audio or video files into your PowerPoint presentation is very important as if they are not saved locally to your computer and they haven’t embedded properly we cannot guarantee they will be viewable on conference day. To be certain you have no issues with video or audio files **ALWAYS** bring a USB with a saved copy of the video and audio files as a backup.

**Presentation Accessibility:**

It’s important that everyone can enjoy your presentation, and the great content you have to share. Please consider the following points to enhance the accessibility of your presentation for the audience:

* Not all participants may be able to see you. It can be helpful to include pronouns and a short visual description of yourself in your introduction.
* **Please ensure there is not a lot of detailed text on slides – this may be hard to read for those at the back of the room.**
* Describe any visual materials or photos in your presentation. Avoid pointing at things and saying ‘this’ or ‘that’ without a full description: for example, ‘This is a picture of our keynote speaker addressing the crowd at last year’s conference’.
* When referring to the audience, instead of ‘guys’ or ‘ladies and gentlemen’, try ‘everyone’, ‘folks’, ‘colleagues’ or ‘you all’
* Use color combinations in your PowerPoint design that are high contrast (i.e., dark font on a light background) – avoid writing over photos where possible, as this can be difficult to read.
* Use large, sans serif, bold fonts and simply designed visuals on uncluttered pages with plain backgrounds.
* Where possible, use videos that are captioned, and describe key visual features as you go.
* If you are considering an interactive activity during your presentation, please think about how everyone in the audience can participate – we recommend providing a range of adaptations if you’re asking participants to move around.
* [For more info, here is a useful article with top tips for your presentation from a Digital Accessibility specialist in Australia.](https://www.smashingmagazine.com/2018/11/inclusive-design-accessible-presentations/)
* Or please get in touch with us for support: katie@nzrecreation.org.nz

**Te Reo Māori:**

As an organisation that is developing and grown from Aotearoa, we promote and encourage the use of Te reo Māori in all speaker presentations, a little is better than none.

This is not mandatory; however your support works towards the reclamation of our national language - *ahakoa he iti he pounamu*

Here are some useful websites that can give you some ideas.

* <https://www.wgtn.ac.nz/maori-hub/ako/te-reo-at-university/maori-greetings-and-phrases>
* <https://www.reomaori.co.nz/learn-your-mihi>
* Or feel free to get in touch with us: mailto:maryanne@nzrecreation.org.nz

**Please note our Recreation Aotearoa values:**

1. Whanaungatanga (Building Relationships):
	1. Māramatanga: Understanding the role of people in the industry and creating connections.
	2. Whanaungatanga: Partnership, unity, and mutual benefit within the industry.
	3. Whanake: Developing strong connections and supporting each other.
2. Kotahitanga (Unity):
	1. Whakaute: Finding common ground and respecting diverse perspectives.
	2. Haumaru: Creating a safe space for sharing different views.
	3. Mahi Tahi: Promoting collaboration and a sense of togetherness.
3. Manaakitanga (Respect and Care):
	1. Akiaki: Uplifting and valuing the well-being of others.
	2. Tipu: Creating conditions for all attendees to thrive.
	3. whakarangatira :Operating with respect and dignity.
4. Wairuatanga (Spirituality and Connection to Nature):
	1. Hononga: Embracing the connection between spirituality and the environment.
	2. Tūhura: Exploring opportunities to engage with nature during the conference.
	3. Kanorau: Ensuring inclusivity and acknowledging diverse perspectives.
5. Tau utuutu (Reciprocity and Acknowledgment):
	1. Kōrerorero:Encouraging open dialogue and feedback.
	2. Whakamihā: Acknowledging and appreciating the contributions of all participants.
	3. Whai Tikanga: Emphasizing the importance of meaningful interactions and reciprocity.
6. Rangatiratanga (Leadership and Empowerment):
	1. Ārahi: Encouraging participants to step up as leaders in their respective fields.
	2. Whai Angitū: Fostering an environment where all individuals can excel.
	3. Whakamana: Empowering attendees to make a positive impact.