



### Speaker Guidelines

#### Key Timings:

Monday 30<sup>th</sup> Sept:

08.00 Registration and Welcome Coffee served in the Café Bar at the Brighton Dome

08.45 Workshop attendees gather at the Brighton Dome and are brought to their workshop

16.30 Young person's pre conference brief in the Concert Hall

17.00 Welcome Reception in the Corn Exchange at the Brighton Dome

Tuesday 1<sup>st</sup> Oct:

07.30 Registration and Welcome Coffee

08.30 Conference Opening in the Concert Hall with Plenary sessions following

10.45 Coffee Break

11.15 Concurrent sessions commence

13.15 Lunch in the Corn Exchange

14.15 Plenaries resume

15.10 Afternoon Tea

15.40 Concurrent sessions commence

17.20 Conference finishes for the day

Wednesday 2<sup>nd</sup> Oct:

07.45 Registration and Welcome Coffee

07.45 IAYMH AGM in the Concert Hall

08.35 Conference opening, housekeeping etc

08.40 Launch of International Declaration on Youth Mental Health

09.00 Plenary sessions

10.20 Morning Coffee

10.45 Concurrent sessions commence

12.25 Lunch

13.30 Plenary sessions

14.25 Afternoon Tea

15.00 Concurrent sessions

16.00 Youth Panel wrap up

16.20 Lock note address

16.50 Conference closes

Locations:

Please note the following, the Founders Room, the Studio Theatre and the Concert Hall are all at the Brighton Dome, please see the attached floor plan for that venue.

The Old Courtroom is directly opposite the main entrance to the Brighton Dome

The Jubilee Library is 2 minutes' walk from the Brighton Dome

The William IV Room at the Royal Pavilion is 3 minutes' walk from the Brighton Dome

Directions for the Brighton Dome are available here: [http://brightondome.org/your\\_visit/](http://brightondome.org/your_visit/)

Please also see a link here to the Brighton Walking Map for your convenience

[http://www.visitbrighton.com/dbimsgs/Brighton\\_citycentre\\_walking\\_map2013\\_WEB.pdf](http://www.visitbrighton.com/dbimsgs/Brighton_citycentre_walking_map2013_WEB.pdf)

Internet and AV:

Please note that there will be WI FI available in the Studio Theatre, the Concert Hall and the Founders Room and in all of the Public Spaces at the Brighton Dome.

Network name: **IAYMH Delegates**

Password: **IAYMH2013** (that's all capitals and numbers).

There is also WI FI at the Jubilee Library but because of the nature of the buildings and their age/preservation status there is no WI FI available at the William IV Room at the Royal Pavilion or the Old Courtroom but we are looking into installing mobile Wi Fi (MIFI) in both of these spaces so that you should have internet access if required. There is a wired internet connection for the presenter laptop at the Old Courtroom.

The concurrent session rooms are equipped with a podium, microphone, laptop computers running Windows 7, Microsoft Office 2010. A professional AV technician will be on site to assist with technical details (lights, projection, etc) as they arise.

#### Speaker Guidelines:

Speakers are assigned 20-minute slots for their presentations. Ideally, this should include a very brief introduction by one of the session chairs, 15 minutes for the presentation, and 5 minutes for questions/discussion. In addition, please note:

- All presentations should be pre-loaded onto laptops by AV staff prior to the session commencing. To facilitate this we would really appreciate if you could send your presentation in advance as a Power Point File before close of business on Wednesday 25<sup>th</sup> Sept to [stephanie@advantageico.com](mailto:stephanie@advantageico.com)
- Please also bring it on a USB Key as a back up
- Speakers must adhere to the schedule, and work with the session chairs to ensure that their presentation goes smoothly and ends on time.

#### Speaker Ready Room:

A speaker preparation room will be located in the Band Room at the Brighton Dome. The room will be opening the following times:

Monday 30 <sup>th</sup> September	3.00pm – 5.00pm
Tuesday 1 <sup>st</sup> October	8.00am – 6.00pm
Wednesday 2 <sup>nd</sup> October	8.00am – 3.00pm

A technician will be available in the speaker preparation room to assist you and discuss any audio visual queries you may have. Access to the Speaker Ready Room is only via the Stage Door, please see the attached pdf for directions to the Stage Door.

All speakers must take their presentation to the speaker ready room the day before they present.

#### Chairs:

All concurrent sessions at the conference will be Co-Chaired by both a youth delegate and professional. This is an important collaborative arrangement that promotes a partnership between young people and professionals as a key theme of this conference. Session chairs will play a critical role in the delivery of a smooth, on-schedule session; with proper introductions, time for questions, and hopefully no technical difficulties as there will be someone in the room to help with AV requirements. Chairs are still being finalised, apologies for not being in a position just yet to advise who your co-chairs will be.

## Recording of Conference Proceedings

The IAYMH in conjunction with Orygen Youth Health Research Centre will be recording the proceedings of this conference.

### **For Oral Presentations**

Each presentation will be captured using software which creates an image of the content as it appears on the presentation laptop along with the accompanying audio. The plenary sessions will also be filmed. The process of recording the presentations will occur in the background and although presenters may see a 'record' icon appear on the laptop screen, this will be controlled by the AV technician in each of the conference rooms and so should not affect the presenters in any way.

The conference proceedings will be accessible later online via the IAYMH and EPPIC websites approx. one month post-conference in a format which cannot be copied.

The aim of capturing the proceedings into a Virtual Conference Library is to disseminate the latest research, evidence-based clinical interventions and contemporary views across youth mental health and translate these into quality service delivery.

Any queries related to the capturing of presentations can be addressed by contacting the OYH booth at the conference or contacting the Conference Organiser.

Thanks for your participation