

Australasian Evaluation Society (Queensland Branch)

Guide for Lunchtime Seminar Presenters

August 2009

Thank you for your interest in contributing to the professional development of the local evaluation community. The following information will assist you in preparing a presentation in the AES (QLD) lunchtime seminar series, which is intended to provide both professional development and networking opportunities to local AES members and others with interests in the field of evaluation.

For further information, please contact Diana Beere: diana.beere@communities.qld.gov.au or 07 3898 0115.

Seminar content & level	<p>The main purpose of the AES seminar series is to offer professional development in evaluation, regardless of the particular field (health, education, criminal justice, etc) in which audience members might work.</p> <p>Seminars that focus on evaluation theories, forms and approaches, methods, ethical issues, evaluation challenges and how to overcome them, or ways of improving the quality of evaluations are warmly welcomed. Ideally, your seminar should offer at least one or two useful 'take-home' messages to all participants. Many seminars focus on a particular evaluation project, but in most cases the audience is less interested in the findings than in how the evaluation was conducted, and what other evaluators can learn from this.</p> <p>Usually, most of the audience has at least some experience in evaluation and/or applied research. Some are likely to be beginning evaluators, while others will have extensive experience, so it would usually be appropriate to pitch your seminar content at no higher than intermediate level.</p>
Venue	<p>Courtesy of Queensland Treasury, lunchtime seminars are held in the All Ords Training Room, which is on the ground floor of the Executive Annexe, 102 George Street, Brisbane. Entry is via the Executive Building (100 George Street).</p> <p>This is a secure building. State government staff can use their identification tags to gain access, but others must carry some form of photo ID and sign in at the security desk. Please allow time for this.</p>
Presentation facilities	<p>While the venue has facilities for several types of presentation, and a stationary microphone is available, you are welcome to give your presentation in the form that is most appropriate and convenient for you. That said, please bear in mind that technical support services are limited.</p> <p>If you are planning a PowerPoint presentation, it would be helpful if you are able to bring your own laptop computer. Please contact Ann Maguire at ey24am@aapt.net.au if this is not possible, so that we can arrange access to a computer.</p>
Seating arrangements	<p>Seating in the training room will be arranged in lecture format unless you request otherwise. The room can accommodate approximately 70 people in this format. If you would prefer an alternative arrangement, please let us know at least a month ahead of your seminar, as it may affect the number of registrations that can be accepted.</p>
Your audience	<p>Attendance numbers vary considerably, but we normally expect an audience of 30-50 people. These will include AES members and others with interests in evaluation issues. Most work in state government agencies, although many come from non-profit organisations, private consultancies or universities.</p>

<p>Information to publicise your seminar</p>	<p>To help us publicise your seminar, please send the following information:</p> <ul style="list-style-type: none"> • <u>as soon as possible</u>, a proposed seminar title and a brief summary of your topic (about 35 words), for inclusion on our website seminar calendar, and • <u>at least six weeks before your seminar</u>, an overview of your seminar (about 150-200 words) and a short profile of yourself (about 80 – 120 words), which we will use to prepare a flyer to promote your seminar. We will ask you to approve the flyer before distributing it.
<p>PowerPoint slides and hand-out materials</p>	<p>Our audience members usually appreciate hand-outs of PowerPoint slide presentations or other relevant material. We can photocopy hand-outs for you, at AES cost, provided you give us <u>at least two days notice</u>.</p> <p>If you plan to use PowerPoint slides, please ensure that they are clear and will be easy to read from the back of the seminar room. We recommend that you consider supplying hand-outs to illustrate any complex diagrams or tables, rather than including them on slides.</p> <p>You are most welcome to supply your own hand-out materials, but please do not include material of a commercial nature unless you have discussed this with us beforehand. For an indication of how many hand-outs are likely to be needed, please contact our Administrative Officer, Ann Maguire at ey24am@aapt.net.au.</p> <p>It would be greatly appreciated if you would provide an electronic copy of your presentation, so that we can make it available via the AES website to those who are unable to attend the seminar. However, we understand that you may not wish others to have access to your presentation.</p>
<p>Recording your seminar</p>	<p>We are keen to making digital recordings of as many of our seminars as possible, and to make these available, together with the PowerPoint slides, on the AES website.</p> <p>We will ask your permission before recording your seminar.</p>
<p>Introduction and closing</p>	<p>A member of the AES (QLD) Committee will introduce you and close the seminar at the end of the question period.</p> <p>Please advise if there is anything you particularly want included in, or excluded from, the introduction.</p>
<p>Timing</p>	<p><u>Please arrive at the venue at 12 noon</u>. This will allow time to ensure that everything is in order for your presentation and that facilities are working.</p> <p>Seminars are advertised to commence at 12.15pm, and are approximately one hour in length. The typical format is a 40-45 minute presentation, followed by a 10-20 minute question period, but you may prefer a more interactive seminar, with questions and/or discussion throughout.</p> <p>We like to conclude the formal session by 1.15pm at the latest, to allow time for further informal discussion. The venue is booked until 2.00pm.</p>
<p>After your seminar...</p>	<p>We encourage audience members to bring their lunch, and to stay on after the question period for further informal discussion and networking. We hope that you can join us for this informal conclusion to the seminar.</p> <p>We use a brief participant feedback sheet to evaluate all lunchtime seminars. Participant feedback is summarised as soon as possible after the seminar and will be forwarded to you by email.</p> <p>We would also welcome feedback from you on any aspect of your seminar or our seminar series generally.</p>

THANK YOU!