

# Convergence

Optimising your organisational change

‘Whose change is it anyway?’

Speaker information kit

Easts Hotel, Canberra  
20 August 2018

## Enquiries

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Please direct all speaker enquiries to:



**Sonia Irwin**  
 Redgrass Communications  
 E: [info@redgrass.com.au](mailto:info@redgrass.com.au)

Please direct all other enquiries to:



**Conference Solutions**  
 T: (+61) 2 6285 3000  
 F: (+61) 2 6285 3001  
 E: [convergence@con-sol.com](mailto:convergence@con-sol.com)

## Speaker details

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Please provide the following information. This will be used to pre-populate the conference app with your details and as a contact form in case of an emergency.

Please return the completed form to: [info@redgrass.com.au](mailto:info@redgrass.com.au)

Details	Speaker response
Name	
Organisation	
Mobile phone (for organisers purposes only)	
City	
Linkedin profile	
Business contact number	
Email address	
Additional material you will provide for the conference app?	
I confirm that my materials can be shared with participants	<i>Yes / No (delete as appropriate)</i>
I am willing to help promote Convergence. Please send me information I can add to my website.	<i>Yes / No (delete as appropriate)</i>

## Speaker schedule:

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### DUE on email acceptance of speakers precis:

- Send through your biography, headshot
- Send through your topic of presentation, title if different and synopsis.
- Please limit your biography and synopsis to 200 words.
- Please highlight two sentences we may edit out if required.

### 8 weeks out

- Review this speakers kit and make travel bookings if you have not already done so.
- Please start promoting your attendance at Convergence across your network – more details below.

### 4 weeks out

- Technology and room set up requirements will be requested.
  - Please note that all rooms will have a screen and Windows laptop and will be arranged in either cabaret or theatre style.
- If you need sound for your presentation or access to wi-fi (see note below) for live streaming, now is the time to let us know.
- We will advise you as if we can gift you a spare ticket for either yourself or a colleague on the day you are not presenting on.

### 2 weeks out

- If you want Convergence to have a copy of any materials for the conference app for pre-work before your session or as a backup before the event, please email [info@redgrass.com.au](mailto:info@redgrass.com.au)
- Please advise if you are unable to attend any sessions for catering purposes only.

### 3 days out

- If we do not receive content from you to enable us to manage the event we will cancel the session. If you require an extension, this will need to be negotiated with the conference organiser.
- If we do not hear from you to confirm your session within 24 hours of our contact (either email/text or social media), the session will be cancelled

### At the event:

- Please ensure you are on-site two **hours** before your presentation to ensure the room setup is completed.
- Please bring your presentation on a USB on the day. A laptop is provided.
- Check in with the conference team on arrival to collect lanyard and meet the A/V technician.
- Your slides must be in a format for projection on a **Windows laptop in MS office or Adobe Reader PDF.**
- You are welcome to stay for the entire day of your presentation. The additional day is available to you at a reduced rate. Refer – Travel and other costs.

## Conference and promotional material

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We are an environmentally friendly event and encourage digital material.

While wi-fi is available at the Hotel, downloading material can be difficult due to demand on the service. You must provide any handouts you may wish to distribute to participants at your session as copying facilities are not available at the venue. We will arrange for material to be available online after the event.

Speakers are requested to limit handouts to their session. This will ensure participants can access the content when they return to their office. We will ensure your profile and content links directly to your email and website to direct traffic accordingly. We encourage you to bring and distribute business cards.

Please do not bring lanyards or other promotional items to your session as these will be destroyed. Any items that are promotional will need to be arranged with the registration desk and included in the conference showbag as per the required fee (see below). We do not encourage masterclass presenters to compete with promotional product and our policy is that all participants should have access to the same promotional marketing material

If you wish to distribute promotional material outside of your session, there are some options available:

Item	Details	Cost (incl GST)
Hardcopy content for showbag	Include information into a 'showbag' for attendees to take away.  Naming rights to show bag are also available on application.	\$110  POA
Display Banner in main room or breakouts	We will display your banner in a relevant area  No banners will be placed on stage except for the Convergence conference banner.	\$275 per banner
Sponsorship	We offer a sponsorship package for those speakers wanting to access our advertising campaign to drive traffic to their website.	POA

## Travel and other costs

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Unless otherwise agreed, we will offer the following reimbursements.

The speaker travel will only cover one presenter. Additional presenters for the session are at the organisations own cost. We can offer free attendance for the day of the presentation (approximately \$850 in value per participant) for one additional presenters on agreement with the Conference coordinator. Any increase to presenters or support staff will be charged at the normal conference price.

The earlier you book your flight the less expensive, so we encourage presenters to book asap. Please note, if you are based in the city of the event, we do not reimburse travel without prior agreement.

Departure city	Travel reimbursement for flights and taxi (GST Inc)
Sydney	\$400
Melbourne	\$400
Canberra	\$400
Brisbane	\$500
Adelaide	\$600
Perth	\$700

Payment will be made in the first week **after the event** on receipt of invoice. We strongly suggest that you have suitable travel insurance as funds will not be reimbursed if you do not attend. Accommodation is available at the Hotel if required.

As a speaker at Convergence your attendance on the day you present is complimentary and we encourage you to use this opportunity to network and hear the latest advice and ideas from your colleagues.

## Invoicing for travel

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For reimbursement of travel expenses you will need to provide an invoice that is:

- Dated
- Addressed to Redgrass Communications Pty Ltd
- Includes an ABN where possible
- Details what the invoice is for (airfare from/to, Taxi etc)
- Has the amount
- Lists the GST
- Lists the total amount payable.

## Cross promotion of the event

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If you have the time and are willing to help promote Convergence, we will send out some files for you to use on your website – please refer to the email closer to the date. Our twitter handle for this event is #Convrg2018 and we can be friended at convergence\_oz. Our facebook page is open for friends – search for Convergence Australia..

## Our policies

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To ensure the smooth and successful running of the Convergence Conference, we ask all speakers to abide by the following policies. Please read these terms carefully as they explain your responsibilities as a speaker at Convergence. In this policy, “you” and “your” refer to the speaker or speakers who have discussed a proposal for the Convergence Conference, and the terms “we” and “our” and “us” refer to the organisers of Convergence and/or Redgrass Communications. The term “in writing” means by letter or by email.

### **The general educational and professional nature of Convergence**

The Convergence Conference is an educational and professional event for the benefit of delegates. Workshops and presentations should not be commercial promotions of books, paid workshops or training courses without prior agreement. Convergence’s focus is on showcasing talent and protecting participants from high-pressured sales environments. Investing in the creation of a professional presentation will position a speaker/presenter as an expert in their field.

**Please note: If we receive reports or complaints of commercial promotions during sessions, we will not provide opportunities for you to present at future events. Breaching of our policy will also result in voiding of any travel payments to attend the event.**

Please contact Redgrass Communications if you wish to discuss sponsorship options as there are limited opportunities.

### **Privacy of both participants and presenters**

Redgrass is concerned with the protection of your privacy and that of our participants. We support the privacy principles contained in the Privacy Act 1988 (Cth), as amended. Redgrass collects and stores your personal information for the purposes of providing membership services, education and training programs. Here is how your data may be used:

- **Communication from Redgrass:** Redgrass may use your details to promote products and services in the form of email communications and/or other types of communication..
- **For the purposes of the event:** Your details will be provided to parties directly related to the conference including the conference registration manager, venues and accommodation providers for the purpose of room bookings, catering needs and other conference options.
- **Participants information:** We do not share participants information without their consent. We recommend that you put your contact details on your presentation for follow up by participants if they so choose to do so.

## Rights to presentation materials

When you participate in Convergence we may wish to refer to you, your presentation and its content and any accompanying materials on the Convergence website, the Redgrass website or in other Redgrass publications online, in print or within another virtual form.

By confirming your participation in Convergence you grant us permission to do this.

- In all cases, you retain the copyright in your presentation and any associated presentation materials.
- If you wish to limit the permission you grant to Redgrass regarding your presentation and any associated presentation materials you must inform us as soon as possible.
- We will film and photograph you at the event and you give us permission to do so.
- You consent to Redgrass and associated entities using any material that we create that contains your image and/or branding.
- We do not agree to filming of the masterclass without prior agreement.

It is your responsibility to ensure that the rights of any third parties, such as clients or employers, to any material used in your presentation, have been respected.

## CONVERGENCE FAQ's

Activity	Answer
<p>How do I get my travel reimbursed?</p>	<p>Invoices for travel can be made to Redgrass Communications Pty Ltd</p> <p>PO Box 7272, Greenway ACT 2905</p> <p>ABN: 23 124 305 255</p> <p>Please refer to this speakers kit to ensure you have the correct invoice amount for your city.</p> <p>If you need accommodation advice for the event, please let the conference organisers know now.</p>
<p>How many days can I attend for free?</p>	<p>Attendance at the day you are presenting is free of charge to speakers.</p> <p>If you plan to stay for an additional day that you are not presenting on, there is a heavily discounted ticket available to speakers.</p>
<p>What about my room setup?</p>	<p>Our rooms will be set out in either cabaret or theatre style. If you have a preference, we will allocate you a room setup to meet your needs.</p> <p>Please be aware that we will not move furniture in the room if the setup is unusual. We have back to back classes and there is no opportunity to reset for the next presenter. You will need to factor this in to your timing of your class.</p>
<p>What AV is available?</p>	<p>We provide a laptop, lectern and mic, screen and sound and a powerpoint presenter remote control. There is limited Wifi in the room so please have a backup for any video. We do not offer headset microphones in masterclass rooms.</p>
<p>What can I give to participants at my session?</p>	<p>Handouts in your session is permitted. We also encourage you to bring and distribute business cards.</p> <p>Please do not bring lanyards or other promotional items to your session as these will be destroyed. Any items that are promotional will need to be arranged with the registration desk and included in the conference showbag as per the required fee (see below).</p> <p>We do not encourage masterclass presenters to compete with promotional product and our policy is that all participants should have access to the same promotional marketing materials.</p>
<p>Can I put my banner up?</p>	<p>No banners are allowed in masterclass rooms without prior agreement before the event. On the day, our staff will remove banners and store them if the banner is not on the display list for setup and pack down purposes. There is a charge for display of banners.</p>



Activity	Answer
Can I get the list of participants in my room as I want to send them something?	Due to our privacy policy, we do not share contact details of our participants. However, we are happy to share content to participants before and after the event if you supply it to us.
How long is my session?	<p>We have allocated one hour for the presentation which includes Q&amp;A in your session. Please plan your session to the 60-minute mark. We will advise you 5 minutes before the session finishes to commence the wrap up.</p> <p>We will ask you to leave the room on time – you can follow up with participants outside of the room.</p> <p>There is a 10-minute break in between sessions to allow participants to move and give the next presenter the time required to set up. Out of courtesy to your fellow presenters, please assist by allowing them the time to prepare.</p>
Can I make a special offer to my network with a discount to attend??	Redgrass is happy to offer network discounts, as we believe in fostering the sense of community. Please contact us if you want a discount code for your network.
What if I need to cancel my session due to illness or other unavoidable circumstances?	Please advise us as soon as possible. We have backup presenters that are available to fill any spots that are vacant due to illness or commitments.
Can I sell my book or kit at the event?	<p>We have staff who can arrange for purchases of books and kits. We are happy to work with you to help manage sales costs are as follows:</p> <ul style="list-style-type: none"> <li>• \$50 administration charge</li> <li>• 2.5% credit card handling fee (this may change depending on fee handling charge rates).</li> </ul>
Can I offer a cheap training rate to participants for my next course?	This is available for a small fee via the conference showbag. If you want to offer a discount, please supply a flyer with the details.
What if I want more than one presenter?	We only agree to two presenters in the room, as they receive free attendance on the day and we will only reimburse travel for one presenter unless agreed otherwise. If there is a third presenter required on the day, they will need to pay the standard day ticket fee.
Can I change my topic?	While we do accommodate changes to the program, we will lock down the event two weeks out. If you want to change your topic, we recommend that you make this decision before the two week exclusion period and provide the content as soon as possible.