



**WORKING
WEEK 2025**
6-10 APRIL • BRISBANE, AUSTRALIA

Locate25 | **G**
THE NATIONAL GEOSPATIAL CONFERENCE

Speaker Notes

Thank you for your important contribution to FIG Working Week + Locate25. We appreciate your involvement.

Please make yourself familiar with these notes to assist you with your role as Chair.

General Information

Brisbane Convention and Exhibition Centre, Plaza Level
Merivale St, South Brisbane

Technical Sessions: Monday 7 – Wednesday 9 April, 0900-1730

Program

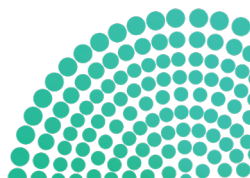
The live program can be viewed online [here](#); the overview of the program can be viewed via the PDF document [here](#)

Speakers' Preparation Room

- The Speakers' Preparation Room is located in room P3.
- Please bring your presentation on a thumb drive.
- You will be required to upload your presentation/s in Speakers' Preparation Room at least 2 hours prior to the session.
- You may test your presentation/s and video/s and make changes to your presentation at this time.
- Computers are networked to each of the session rooms where you will find your presentations on the laptop when you arrive in the session room.

Your Presentation

- Please use the PPT template available on [this page](#). Please look for the link 'presentation template'.
- All presentations to be in 16:9 format
- As FIG we ask each presenter to showcase how their work contributes to the achievement of the Sustainable Development Goals. We have included a slide in the presentation template, where they can select which SDGs are most relevant to the presented content. You can select the relevant SDG from the final (hidden) slide.



Audio Visual

- The following equipment will be available in each room:
 - Projector & Screen
 - Laptop
 - Lectern & Microphone
 - Clicker
 - Handheld microphone for Q&A
 - Microphones on the head table

Setup

- All rooms, with the exception of P1 and P10, will be set as theatre style (rows of chairs). P1 and P10 will be set with round tables.
- Each room will have a head table.

Format

- The format of each session is determined by the Session Chair.

Arrival

- Please arrive in the room at least 15 mins prior to the start of your session.
- It is important to make yourself known to the Chair and Rapporteur.
- Discuss the format of the session with the Chair.
- Check the technology your presentation is on the laptop.

If you have any questions, please contact the Commission Chair or Session Chair relevant to your session.

