

CALLING ALL PULiIMA WORKSHOP TRAINERS

URGENT ATTENTION NEEDED!

Thank you for presenting at PULiIMA 2023!
Please read carefully as we need you to action these requests.

Here is a snapshot of information to guide you leading up to your workshop at Puliima 2023.

With around 950 delegates, over 470 presenters, 21 workshops, 125 presentations and 7 plenaries to manage and a tight schedule. We would like to provide you with this update to help everything flow as best as possible.

**REGISTRATIONS FOR THE CONFERENCE ARE GETTING
CLOSE TO CAPACITY.
ENSURE YOU ARE REGISTERED SO YOU ARE ABLE TO PRESENT!**

URGENT DEADLINE: 12 August is the deadline to upload your presentation to present at PULiIMA. This ensures the tech company can do all technical checks prior to your presentation. You can still access this file and make changes to your presentation up to the day you present.

We will be doing everything we can to support you and your presentation, however we need YOU to ensure you have uploaded your presentation/workshop prior to the conference to help ensure a smooth transition.

By now you would have received a one drive share link, which is your personal drive to support you to upload your presentation. The only other person to access your presentation is PULiIMA and the tech team. This is to ensure all presentations will have the technical support they require and will be delivered to your room on time.

We will supply the following to support your presentation:

Hardware

1 x dedicated laptop for your presentation to be screened from

1 x HDMI connectivity

1 x wireless clicker

Your presentation will be pre-loaded by what you have uploaded to the one share folder link.

Audio

Meeting rooms have integrated ceiling speakers.

Lectern with microphone

We will also put 1 x roaming mic in the room if you have included a Q&A

Internet

We have organised a hard wired ethernet or Wifi connection (for presenters only)
Audience participation will be via hot spotting to the phone as the conference guest Wifi won't be sufficient for what you require. For presentations where audience require Wifi Connection please ensure your delegates are aware they need to hot spot their phone to ensure a strong internet connection.

We strongly recommend you use the laptop supplied by the our media team, as it will be the most seamless and will not impede on your 30 minute presentation.

Our preference is for you to use the laptop we supplied via the tech team as it is set up ready for your presentation.

If you want to use your own laptop – you must bring the following to facilitate the laptop change over:

- a HDMI port (or adaptor on your laptop) The venue will supply the HDMI cable.
- an Ethernet port (or adaptor on your laptop) to support you if you need the internet.
- you will also be required to disconnected from your VPN

If you have any extra requests please update us asap.

ONE SHARE DRIVE

In the one drive share, you will notice a PowerPoint holding slide. This is for our purpose only, so please don't remove or edit.

This is an intro slide for your room only.

****if you need us to resend your link– please contact us asap***

If you have technical questions please contact Kylie – kylie@puliima.com

Please Note: We recommend you register early to avoid the queues.

Registrations will be open on Sunday from 3 - 5pm

Monday 7.30am - 4.30pm

Tuesday 7.30am - 4.30pm

Presentation

BE PREPARED - this will ensure your presentation runs on time and does not impact upon delegates running late and missing other presentations.

We have Volunteer timekeepers to support you during the presentation.

Please do not go over your time, you can move outside for further questions.

Within your allocated 30 timeslot you have the option to open the floor to Q&A - please tell you timer representative whether you would like a Q&A session and if so, for how long.

Unfortunately, due to the large number of presentations we are unable to provide someone to introduce you for your presentation.

Any questions? Please find a PULiIMA team member (white polo shirts).

If you know of anyone local who might be interested in volunteering during the conference, we'd love to have them onboard. Please direct them to this link to register as a volunteer [Volunteer EOI | Puliima 2023](#)

Printing and Photocopying

If you require copies of handouts, please organise your own printing/photocopying in advance. *Unfortunately, the PULiIMA team are not able to coordinate this on behalf of presenters/trainers.*

- Officeworks (Darwin Branch): 44-46 Stuart Hwy, Stuart Park NT 0820
- Copytime: 5 Edmunds St, Darwin City NT 0800 – 08 8981 7544
- Colemans Printing: 86 Cavenagh St, Darwin City NT 0800
www.colemanprint.com.au
- Expressway Signs and Printworks: 8/2 Lindsay St, Darwin
<https://expresswaysigns.com.au>

We hope the above helps. If there are any questions, please reach out to us for clarification. contact@puliima.com

**Thank you for your support for Puliima 2023.
We look forward to creating a memorable event for everyone.**

Thank you!