

We look forward to seeing you at Transitions18. We want to make the symposium a pleasurable academic and social experience for everybody. Please note the following important points regarding your contribution to the symposium.

1. **Presentations** must be in powerpoint or pdf format and sent to joann.cattlin@unimelb.edu.au by the date requested in the email advising you of selection. If you are unable to use this format please let me know and bring your own laptop and connection cables. Please be aware that in order for the event to run smoothly we **will not be able to edit or load presentations on the day of the event**. Please bring a back up copy of your presentation on a memory stick in case of unforeseen technical issues.
2. The presentations will be video recorded and will be made available on our website after the event. Please note that the audiences may photograph your presentation slides so please ensure that you have permission to use all images included in your presentation. We would also like to share your presentation slides after the event on the event website. If you do not wish to share your slides please let us know.
3. Please check the program (when available) for your session time. Due to the complexities of scheduling presentations, the conference organisers are not able to make individual arrangements with presenters for the timing of their presentation.
4. We seek to encourage robust academic discussion in all sessions, so time limits will be strictly applied for all presentations. After the last presenter in a session all presenters will be invited to sit as a panel and the interlocutor will facilitate a discussion session involving audience questions.

I will be attending the events in Phoenix and Copenhagen and if you have any queries please contact me in the first instance by email joann.cattlin@unimelb.edu.au. My contact numbers are +61 3 9035 8694 (until 5th October) or mobile +6140 777 2097 (6th – 17th October).

We look forward to seeing you at the event.