Speaker Handbook

Welcome DDD Sydney 2019 speakers. First off, a **huge thank you** for taking the time to submit a session and then prepare to deliver it to our audience, without your help we simply couldn't make DDD the event that it is today.

To get you going on the day here's a handbook of the useful things to know!

Code of Conduct

DDD Sydney has a [Code of Conduct](https://next.dddsydney.com.au/code-of-conduct) (https://next.dddsydney.com.au/code-of-conduct) which we take very seriously. Please make sure that you have read it prior to your talk and familiarise yourself with our policies. If you have any questions about it, please reach out to the team.

Should I Bring My Own Device?

Yes!

While the uni does have a computer in each room, we discourage the use of it in favour of you using your own device. Using your own device will ensure that you have all your tools setup just how you like, all your fonts installed and will help put you at ease on the day.

AV Setup

Each room has a good audio-visual setup, you'll find **HDMI input** in each room. If you need an adapter (display port, mini display port, etc.) please make sure you bring an adapter. There might be VGA, but the uni is phasing that out so we can't guarantee that you'll have that. But HDMI is better anyway.

We'll have **lectern mics and lapel mics (and potentially a handheld)** in each room, but our volunteers will be across that and help you get setup, so don't stress about needing to know how it works.

The projectors are wide screen, meaning **16:9**, so plan for that. Sorry I'm not sure what the resolution is of the screens.

Audio Support

The HDMI input on the podium should support audio from your device, but there is also a 3.5mm jack that audio can be output through. If you're planning on using audio please make it known to the Room Champion and come early to test as more moving parts can make things a bit more complicated.

Wi-Fi/Internet

Unfortunately, we can't guarantee wifi access, also mobile data can be spotty (from previous years' experience, it's an unfortunate side effect of a double-brick building and not being on the top floor). Please make sure you plan according, make sure your demos can work offline or you have a recording of them should the network be unavailable.

We'll do everything on the day to get wifi available but please plan accordingly.

Room Champion

Each room will have 2 volunteers at any given time, so you'll have someone to support you before and during your talk 🙂.

They will also help keep you on time by giving you countdown warnings as you come to the end of your session, so make sure you keep an eye out for them in the crowd.

Opt-In for Q&A (if you wish)

To ensure a supportive and non-threatening environment for our speakers, especially first-time and relatively new speakers, we are taking an opt-in approach to Q&A after your talk. Although we're sure the audience would appreciate a chance to ask you questions, you may prefer to do this off stage after the talk or during a break.

ON THE DAY your Room Champion will ask if you would prefer 1, 2 or 3:

1. No on-stage Q&A at the end of your talk,
2. Q&A run and moderated by the Room Coordinator, or
3. Q&A run by yourself on stage.

To be clear, our default assumption is that you do not wish to have an on-stage Q&A session after your talk. If you would like Q&A then you need to let your Room Champion known and, of course, leave five (5) minutes out of your allocated time (45 or 20 minutes) for Q&A. We are on a tight schedule, so we really need to stick to the allocated times.

When Should I Arrive?

We would strongly encourage you to spend the whole day at DDD Sydney, whether you're speaking first or last on the day make sure you take advantage of your ticket and go support the other speakers.

With that in mind, it'd be best to arrive by 8.30 so we can do a speaker briefing in each room and you have an opportunity to test out your device.

When you're up, get to the room at the top of the break before your talk. This will give you time to get mic'ed up before you go on stage and a few minutes to just relax in the room. If you're doing a 20-minute talk and you're the 2nd speaker in the timeslot, still aim to arrive in the break beforehand, we'll try and have 2 lapel mics so you can be wired up beforehand and then it'll just be a laptop changeover.

Is There a Speaker Room?

We will have a quiet space where you can practice your talk or frantically redo your slides (although we don't encourage that! 🤦), but try not to spend all day in there. Remember, people have come to hear you speak so make sure you're around for them to ask you questions in the 'hallway track' or grab a selfie with you.

What's the #1 Thing I Should Know?

Have fun!

DDD Sydney aims to be a fun event for attendees and speakers, so remember to have fun!
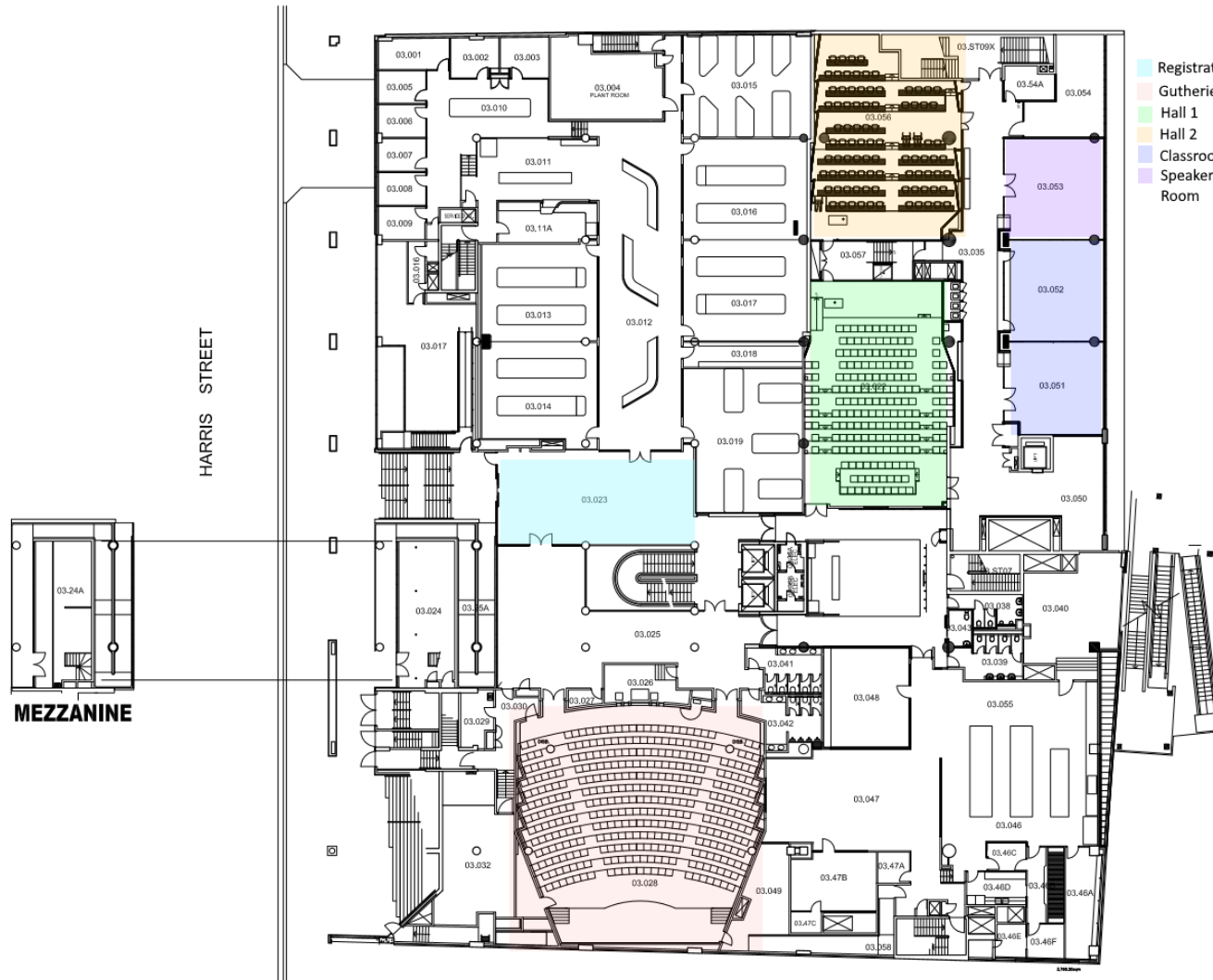
You might be nervous speaking, that's natural, but remember that the audience is on your side, they want you to succeed, so have fun.

Contacts

Sam – sam@dddsydney.com.au

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Floor Plan

Here's the floor plan for the day, make sure you familiarise yourself with where your room is.

Registration
Gutherie
Hall 1
Hall 2
Classrooms
Speaker Room

HARRIS STREET

MEZZANINE