

THE VET EQUATION

QUALITY INPUTS = REMARKABLE OUTCOMES

NATIONAL VET CONFERENCE

BRISBANE | 31 OCT - 1 NOV 2024

PRESENTER INFORMATION



THE APPLICATION PROCESS

Submissions are to be made by completing the Call for Presenters Application Form.

Submissions are due by **14 March 2024**, for evaluation.

Please note:

- If you have not presented at one of our events (conferences, workshops, or webinars) we ask that you submit a 3-5 minute video file of you presenting. This does not need to be based on the topic that you are submitting; this is purely to get a sense of your communication and presentation skills
- Sometimes we seek feedback from others in the industry about your presentation skills. Please list one or two people who can answer questions about your experience as a presenter.
- Where you plan to co-present with others, please also provide their details (if presenting individually you can skip all components relating to other presenters).

PRESENTATION REQUIREMENTS

Our preferred presentation medium is PowerPoint. Although we understand that Prezi and Keynote can be a great way to deliver your content, venue access to the presentation can cause issues.

We will create a **2024 PPT Template** that you can choose to use if you like. If you prefer to use your own template, we will “top and tail” your template with our housekeeping slides.

Please note the specific requirements below for these two presentation platforms.

PPT (This is our preferred option!)

- 16:9 Aspect Ratio is required as widescreen projectors are used at the venue – if you need assistance with setting this up please contact us!

Prezi/Keynote

- Please provide a hyperlink to (Prezi) or PDF of (Keynote) your presentation for the QA process when you submit your content - this will mean that you also need to submit some notes for the QA team that will identify how the content of your presentation aligns with the advertised overview.
- You **MUST** advise Velg Training as soon as possible if you are using this medium and how you propose to allow the Venue access to your presentation.
- You will be required to provide the ‘final approved’ version in PDF format to be disseminated to attendees as a post event resource.
- You will be required to agree to commit to not making any further editorial changes to your content once the content has been proofed and finalised.

OUR APPROACH TO QUALITY ASSURANCE

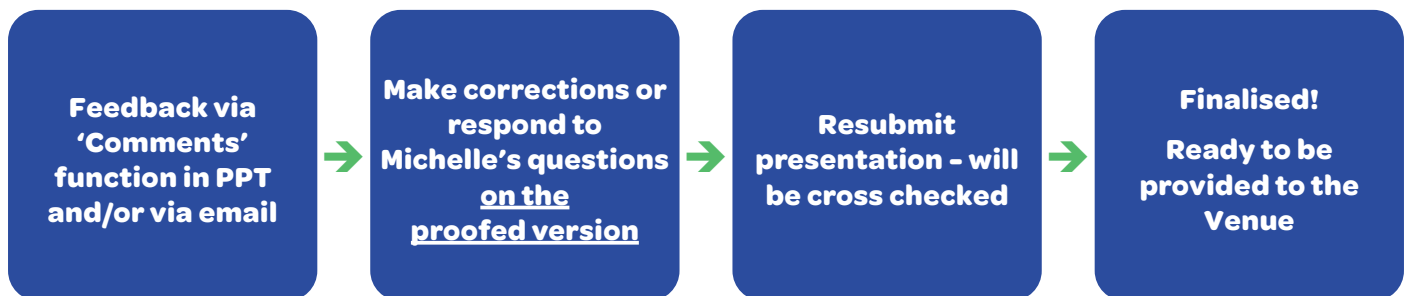
Velg Training will QA your presentation once received.

Full Presentations due for QA: Friday 2 August 2024

Please upload your presentation, any handouts and presenter notes or separate documents [via this link](#)

Our QA process has been designed to help ensure that the quality of the presentations at the event are of the highest standard. It is critical to ensure:

- there are no minor grammatical, formatting or spelling errors in your presentation.
- that your content (standalone/without your verbal delivery) clearly aligns with, and delivers on, the approved overview.
- that your information is appropriately cited/referenced.
- that your content won't be perceived by delegates as promotional.
- that your content accurately reflects the Standards/Legislation, where used.



The QA team will review your presentation for the above and provide feedback to you via 'comments' (in the review tab) in PPT or via email if you are using a different program.

Sometimes there might be notes made for your consideration/or further info/explanation etc.

We ask that you please engage with the QA comments/feedback and apply the requested edits.

Please ensure all changes are made on the PROOFED version (not your original) so that we are working with one version at a time and resubmit to the QA team by the resubmission due date identified.

Once your presentation has been finalised and approved, it is that version that will be the one provided to the venue so that they are ready to go when you arrive on the day to present.

EQUIPMENT AND HANDOUTS

The rooms you will present in will be equipped with:



**Screen and
data projector
(wide screen)**



**Lectern computer
with internet access**

*(note that presenters are
unable to use their own
laptops – presentations
are delivered through
the Convention Centre
equipment)*



**Clicker/pointer
(to advance slides)**



**Microphones –
lectern or lapel**

If you require any other form of presentation equipment, you **MUST** advise Velg Training prior to **31st July 2023**.

Presenters may be required to meet any expenses incurred by using technology that is in addition to the standard equipment provided.

THIS YEAR'S THEME

The Vocational Education and Training sector is made up of complex formulas with many variables at play.

It contains a range of inputs that are fundamental to creating a competent workforce, to helping industries flourish, and to changing lives through education.

In a well-calibrated equation, the results mirror the inputs, and, in the context of VET, these inputs include you, the dedicated professionals who push our sector forward, the resources and programs that equip learners, the government-led strategies and reforms that will pave the way, and the different approaches we take to ensure that we sync our training with real-world demands.

The key to a balanced **VET Equation** is a quality mindset. One that drives continuous improvement, challenges the status quo, fuels creative thinking, and ensures that we never rest on our laurels.

Quality Inputs = Remarkable Outcomes

It's not just a slogan or a catchphrase; it's a call to action that carries a profound truth.

Velg Training is creating a range of quality inputs for the #2024NVC to provide with opportunities for:

- quality professional development that is relevant and current.
- continued goal setting and reflection, through a supportive environment that builds a sense of belonging and community.
- a celebration of our success as vital and valued industry.

CONTENT CATEGORIES

Content Categories are yet to be finalised; however, we know that there are a range of key categories that most sessions will sit under. We ask that you consider the following options and the feedback from 2023 delegates about what future topics they would like to see included in the program and align your session to one of these. On reviewing submissions, Velg Training may elect to recategorise your session:

RTO ADMINISTRATION	ASSESSMENT	MANAGEMENT/ LEADERSHIP	COMPLIANCE	STUDENT ENGAGEMENT
REGULATOR/ GOVERNMENT	HANDS ON/ INTERACTIVE	DIGITAL/AI	VET IN SCHOOLS	ONLINE DELIVERY
CRICOS/ INTERNATIONAL	STUDENT SUPPORT	RESEARCH/ CASE STUDIES	TRAINING/ FACILITATION	

YOUR AUDIENCE

A wide range of delegates will attend the National VET Conference, essentially representing two client groups:

MANAGEMENT	PRACTITIONERS
CEOs/RTO Owners	Trainers/Teachers and Assessors
TAFE Directors, Principals, RTO Senior Management	Instructional Designers/Curriculum Developers
Compliance/RTO Managers	Pre-service VET Teachers
Training Managers	eLearning Specialists
Operational and L&D Managers	RTO Administrators
Enterprise RTO representatives	Consultants

OTHER INFORMATION:

HISTORY TELLS US.....

This is our 17th annual conference and there's a fair bit we've learned over those 17 years. The following is some information that might help in preparing both your application and your presentation.

MATCH THE BRIEF

Delegates will choose to attend your session based on the session outline/overview you provide.

Remember this when submitting your session overview. Less is more sometimes - that way when it comes to developing your session content, there is a little more flexibility in the way you shape it.

If your brief identifies x, y and z will be covered - make sure you do (the following is unedited feedback from past delegates):

- *"I don't think the title of the session matched the expectations of the audience"*
- *"The advertised description of this session did not match the content delivered"*
- *"The impression given by the session overview was delegates would be shown something innovative and new. This didn't happen!"*
- *"The content just didn't align to what I thought it was going to be about"*
- *"Topic overview of the presentation didn't represent what was delivered that so was a bit misleading"*
- *"I don't think what was presented completely matched the session outline"*

LEAN INTO THE THEME

If you are looking for something to really drive home the message about why your session should be selected for the #2024NVC, consider 'leaning into the theme'. Essentially, when we review applications, we look for the proposed session's alignment with the theme *The VET Equation: Quality Inputs = Remarkable Outcomes*.

Think about how your contribution to the program could be valuable in the way it might have attendees thinking about their important role in the VET equation.

Consider how your content might:

- assist them with a better/deeper understanding of the topic and use that to shape quality inputs.
- inspire them to continue to achieve remarkable outcomes.
- help them to train their staff, students and/or themselves through a quality lens.
- reinforce that making minor tweaks to what they do can have a massive impact on the equation.
- showcase fantastic examples of quality inputs and remarkable outcomes.

OTHER INFORMATION:

THAT'S A HARD NO ON THE SALES PITCH!

The program for the National VET Conference is considered to include the highest quality **Professional Development**. It is not a platform to exhibit your services and products. That is what the Sponsor Exhibition is for.

We recommend you communicate your expertise with the audience. The quality of your session will be your best-selling point!

If you have something to promote, you are approved to have one single slide at the end of your session. This will have a more powerful impact than selling yourself, your service, or your product throughout the session.

If you try to use your presentation as a platform to sell something or yourself, you will definitely receive negative feedback (feedback below is unedited from delegates of past conferences):

- *"Presenter was selling her services, and saying her product and services were better than the other companies at the expo booths, Not good and a wasted session ..."*
- *"Felt like a sales pitch for her product - Did not like it at all."*
- *"Presenter spent the session selling compliance courses"*
- *"A lot of pushing of products."*
- *"I felt the entire session had purely been an advertisement for the presenter's new online course"*
- *"Felt more like an advertorial for the presenter's business than an actual informative session"*
- *"Felt the session was a sales event promoting their product"*
- *"There are items in the conference where the sole purpose seems to be product promotion or vested interest"*



TOP TIPS

The best feedback we receive is often when presenters embrace the facilitation fundamentals:

- Show your passion to connect with your audience
- Focus on your audience's needs (think of their pain statements)
- Concentrate on your core message/s
- Smile and make eye contact
- Tell stories
- Use your voice and body language effectively

OTHER INFORMATION:

OTHER CONTENT SPECIFICS

Snips and screen shots: If you use CANVA or similar or take screen shots of other PPTs you have developed and insert them into your NVC PPT, and those snips contain errors, it means that our editorial process takes much longer. Please place raw content only into your PPT.

Licensed images: While there are many that are free-to-use without attribution, a gentle reminder about Copyright restrictions and/or using images without attribution.

Handouts/templates: You will be asked in the application form to confirm that any handouts/templates you provide as part of the session are created by you and you have the rights to distribute. Alternatively, where they are not created by you, you have sought (and can provide evidence of) approval from the originator of the document/s to distribute to delegates.

Font size and type: Consider the size of the rooms you will be presenting in (large enough for 200+ capacity), and the amount of text/size of the text you use. We recommend no smaller than 24pt font. Please also note that some specialised font types do not save properly and may not be able to be used at the venue.

LOGISTICS

ACCESS TO THE EVENT

All presenters of the National VET Conference receive a complimentary 2-day ticket to the event and entry into the Welcome Function on Thursday night.

Presenters will also receive post event access to all recordings from across the two days.

PRESENTER ACCOMMODATION

Velg Training will provide one night of accommodation, the night prior to the delivery of your presentation, if required. A third-party provider will be coordinating all accommodations for us again in 2024 through.

Your free night's accommodation will (by default) be coordinated for you by Velg Training. You will be contacted by our accommodation provider as we get closer to the event to confirm the accommodations that Velg Training will pay for (and any additional nights you may wish to have booked at the special rate but will be paid for by you).

Please note that flights are not coordinated or paid for by Velg Training.

PRESENTER COLLATERAL

As per our usual process, Velg Training will provide some presenter collateral in the coming months that you can use to promote your presence at the 2024 National VET Conference as a selected presenter.

You are welcome to download and use those graphics on your website/email signature and in your social media posts. (Don't forget to use the #2024NVC tag!)

PRESENTER INFORMATION WEBINAR

If successful, you will be invited to a webinar that is designed to help provide you with information about the lead up to the conference, and what will happen on the day.