

Dear Speaker,

On behalf of the CMGA2005 Conference Committee I would like to congratulate you on the acceptance of your abstract. While the Conference Committee is making every effort to make CMGA2005 successful, it is the conference presenters and the participants that truly make a conference a great success. Your support will help to ensure the success of CMGA2005.

Please note that abstract acceptance does not guarantee final acceptance of your paper.

You will be notified of final acceptance of your paper once the editorial board has reviewed your draft paper.

To assist you in the preparation of your paper and presentation we have put together the following items which are available to be downloaded from the CMGA website or I can send it to you if you have difficulties downloading it (<http://www.cmga.org.au/cmga2005/speaker.html#speakerpack>):

1. CMGA2005 Speaker pack (all the bits you need to fill in and get back to me, plus more) to assist you in the preparation of your draft paper the following have been included in this pack:

- “CMG Australia Publication Policies” - you must read these before writing your draft
- “Skeleton Document Information” - this document explains the formatting used in the skeleton document
- A skeleton document formatted in the preferred style for CMGA2005 papers - please return your paper by e-mail attachment
- “CMGA2005 Skeleton Document Help Page”
- “CMGA2005 PowerPoint template” - you should use this to write /format your presentation
- “CMGA2005 PowerPoint Guidelines

Please read the “Skeleton Document Information”, “PowerPoint Guidelines” and “CMG Australia Publication Policies” carefully. The initial draft is due on 30th June, and final papers by 31st July. We need your assistance in meeting deadlines. A sheet detailing relevant dates is included in this pack.

Mentor Program

We offer a mentor program for rookie speakers who would like some help preparing their paper and presentation. If you would like a mentor please contact Gayle who will put you in touch with an experienced CMGA presenter near you.

Speaker Registration

It is necessary for all presenters to register for the Conference. This year we are again providing a Discounted Speaker Registration of \$275 inc GST for two day conference attendance plus the seminar day. This includes all sessions, meals, social functions and 12 months membership of CMGA.

This is the third year that we have included the seminar day in the speaker’s registration. We have yet again provided speakers with a reduced registration fee. This is an acknowledgment of the vital contribution the speakers make to our conferences.

As always, speakers attending only on the day of their presentation may do so free of charge. If you wish to attend the evening social event on the day you attend, you will need to pay the extra cost for the event.

Please note that whether you are attending for one day or three, you still need to register. A registration form has been enclosed for your convenience.

Session Details

You will be notified of your stream and preliminary presentation day and time by the 9th July. These times will be finalised and confirmed by the 9th August.

Session times at CMGA2005 will be 55 minutes. This means you should plan to speak for 40-45 minutes and allow 10 minutes for questions.

If you have any further questions please contact me by phone on +61 3 9434 2265 or by e-mail at program@cmga.org.au. I look forward to talking with you over the next few months.

Yours faithfully,

Steven Dunn
CMGA2005 Program Administrator