



**BBUGS**  
BOWEN BASIN UNDERGROUND GEOTECHNICAL SOCIETY

## GUIDELINES FOR PRESENTERS AT BBUGS MEETINGS

- BBUGS is a society where members can share experience in a friendly, confidential and trusted environment.
- Presentations should be relevant to BBUGS interest and members.
- Standard presentations will be 25 minutes with 5 minutes for discussion and questions. Please don't go beyond the time limited unless otherwise allotted.
- Presentations can be submitted to a nominated BBUGS committee representative two to three days prior to presentation session to allow time to check presentation operation and suitability of content for the forum.
- A spare copy of the presentations should be brought to the meeting on a USB flash drive.
- Presenters are to attend to the venue at least 15 minutes prior to the commencement of the session in order for them to check their saved presentation on the venue A/V or to discuss/make any changes to their presentation.
- Presenters (and BBUGS committee representative) should check that all aspects of the speakers uploaded presentation work correctly prior to the session.
- Presenters should preferably prepare their presentation using Microsoft PowerPoint but other format such as video is acceptable but should be checked for functionality.
- Presentations which discuss the merits of a particular company, its equipment or process are acceptable provided they demonstrate adequate technical data to substantiate any claims. General company/supplier marketing is not preferred.
- Prior to presentation that contains information which relates to, or reports on, a particular company or organisation and its activities please ensure that you have obtained their approval to do so.
- Reporting negative results or ridicule of other suppliers', consultants and/or companies' products / methodologies are not acceptable.





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- Reporting unsuccessful case histories of work carried out by the author or his site, equipment, design or roof control products is considered of great value.
- Controversial results, theories and conclusions, that represent a departure from generally accepted theory or practice, if well founded, are of great importance. However the presentation shall be on the benefit and the information.

