



GUIDELINES FOR PRESENTERS AND MEMBERS AT BBUGS MEETINGS

- Presentations will be as per the time allowed in the Agenda with 5 minutes for questions Do not go overtime. Session chairs will give a time warning and have the authority to end a presentation that goes over time and refuse questions if time is short.
- If in person, presentations should be on a USB flash drive and given to the session chair prior to the session. BBUGS may request a copy of the presentation a minimum of 24hrs prior to the presentation and with holds the right to refuse a presentation that has not been reviewed by a councillor prior to the meeting.
- Presenters are to attend to the venue at least 15 minutes prior to the commencement of the session in order for an assistant to download the presentation onto the computer.
- Presenters should check that all aspects of their uploaded presentation work correctly.
- Presenters should prepare their presentation using Microsoft PowerPoint if possible. Other software should be approved by a council member well prior to the presentation.
- If virtual, presenters can request a practice online session prior to the meeting day to confirm technology/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. Case study examples with technical and performance information are preferred.
- Prior to a 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 of other suppliers' and/or companies' products are not acceptable.
- Promotion of concepts, theories, methodologies are encouraged, provided they are supported with data and/or case histories
- Criticism of others studies/methodologies/theories by presenters or members is in contradiction of BBUGS objectives and will not be allowed
- Questions for further clarification are encouraged provided done in a respectful manner. BBUGS withholds the right to stop or refuse a question that is asked in a disrespectful manner.
- Members attending webinars virtually shall ensure they are on mute during presentations
- Reporting on one's own negative results or work that proved to be unsuccessful is of value, however reporting on other's negative results or unsuccessful work is unacceptable unless specific approval has been received to do so. However, controversial results and conclusions if well founded, are of great importance.