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## **Information for Contact Persons of meetings, workshops and special sessions**

We have made several improvements this year to the way events are managed, including the ability for Contact Persons to view and email participants. Information on this page concerning arrangements for meetings and workshops will be updated as necessary.

Page first posted: 3 August

### **View and email participants**

As a Contact Person you can now view and email participants who have signed up to your event. To do this you first need to login to the Colloquium website. You can then either:

- click on your event listed on the Meetings / Workshops / Special sessions page; or
- go to 'Administer My Meetings' under My Account on the horizontal menu bar.

Please note, the email function works with Microsoft Outlook but may not do so for all other email browsers. Please use the email facility responsibly!

### **Audio-visual**

Each meeting room will be equipped with a data projector and computer. Laptops won't be available, however, you can use your own laptop to connect to the data projector. Other special requests (eg flip charts, OHPs, Internet access) have been noted and we will respond individually if there are any problems in meeting these.

### **Uploading documents**

It is possible to attach relevant documents and files (eg agendas, handouts etc) to your event page. If you want to use this facility then please forward your files [melbourne@colloquium.info](mailto:melbourne@colloquium.info) (clearly stating which workshop/meeting they relate to).

Remember that all documents uploaded to the website will be publicly available to everyone who has created a user account for the Colloquium website.

### **Capacity - workshops**

The default capacity for each workshop is 50 (unless you have indicated otherwise). If you wish to change this, please let me know. When the number of participants reaches 5 less than the capacity, you will automatically receive an email advising you of this. When the workshop is full, the sign up will automatically be turned off and you'll receive confirmation by email. If you wish to extend the numbers, you can do so.

### **Capacity - meetings**

When the number of participants reaches 5 less than the capacity (if you stated one), you will automatically receive an email advising you of this. When the meeting reaches capacity, the sign-up will automatically be turned off and you'll receive confirmation by email. If you wish to extend the numbers, you can do so.

### **Printing and copying**

A copier and printer will be available on site for 'reasonable' quantities of printing/copying. It will also be possible to send materials in advance - we will give further details of this by the end of August.

**Catering**

We will follow-up separately with those who have requested breakfast and lunchtime meetings to let you know what the options are.

**Room location**

Most meetings and workshops have not yet been assigned a room location - we expect to do this towards the end of September. A map of the venue will be included in the in Program book.

**Changes/amendments**

We can't accept changes to workshop abstracts, but if other details need amending, please email [melbourne@colloquium.info](mailto:melbourne@colloquium.info).

Cheers!

Steve McDonald  
On behalf of the Local Organising Committee