SESA National Speaker Program

# Introduction

The Systems Engineering Society of Australia (SESA) runs a National Speaker Program (NSP) across Australia with the support of Engineers Australia (EA). Ideally, these talks are to be video‑conferenced such that the audience can see and hear the speaker, and the speaker can see and hear questions from the audience at each site.

The aim of the program is to:

* Provide interesting and relevant talks, providing Continuing Professional Development opportunities, at least 4 times per year
* Provide local networking opportunities to SESA membership

Guidance in the selection of topics and speakers:

1. Experiences in applying Systems Engineering on real-world projects
2. Outlines of interesting Engineering projects (upcoming, underway or recent past)
3. Research relevant to Systems Engineering

# Event Details

## Times & Locations

Initial locations:

* SA: Level 11, 108 King William Street, Adelaide, SA
* VIC: Level 30, 600 Bourke Street, Melbourne, VIC
* ACT: 11 National Circuit, Barton, ACT
* NSW: Ground Floor, 8 Thomas Street Chatswood, NSW
* QLD: Level 1, 447 Upper Edward Street, Spring Hill, QLD

The intent is to expand beyond the initial locations. In particular to be available at universities and regional areas in Australia, and ideally overseas as well.

Times aligning with 17:30pm for 18:00pm start (Canberra time)

* Summertime:
	+ 20:00 Auckland
	+ 18:00 Sydney, Melbourne, Canberra
	+ 17:30 Adelaide
	+ 17:00 Brisbane
	+ 16:00 Tokyo, Seoul
	+ 15:00 Perth, Singapore, Shanghai
	+ 14:00 Bangkok
	+ 13:30 Mumbai
* Wintertime:
	+ 20:00 Auckland
	+ 18:00 Sydney, Melbourne, Canberra, Brisbane
	+ 17:30 Adelaide
	+ 17:00 Tokyo, Seoul
	+ 16:00 Perth, Singapore, Shanghai
	+ 15:00 Bangkok
	+ 14:30 Mumbai

## Format

* Drinks, nibbles and conversation 30 minutes before the speaker start.
* SESARR to greet the speaker when they arrive and provide the SESA IP Release form for speaker signature.
* Introduction by the local SESA Site Facilitator where the speaker is physically present.
* Presentations either:
	+ 1x 30-45min presentation (plus 10min for questions)
	+ 2x 20min presentations (plus 5min for questions each)
* Close by the local SESA Site Facilitator, including outlining the next NSP event.

# SESA Regional Representatives (SESARR)

The SESARR is responsible for the running of the NSP event at their site, including:

## Setup

* It is a key responsibility for EA to setup and test the videoconferencing before the event and handover to the SESARR.
* The SESARR is required to attend at least 30 minutes before the event time to test and check all is satisfactory (ie 17:00 Canberra time).
* The SESARR needs to know the local EA contact and EA rules for their site (ie is there a building curfew, where are the toilets?).
* The SESARR is responsible for arrangements for any extra local events before or after the National Speaker Program event.
* It is a key responsibility for the SESARR to ensure that EA has appropriately setup the audio & video at all sites, before handover to SESA

## On the Night

* The SESARR(s) shall ensure that a SESA Intellectual Property (IP) Release form is signed by the speaker before the talk
	+ The SESARR(s) shall ensure the signed IP Release form is stored with a filename similar to the event filename in the “NSP National Speaker Program / Archive” folder on the SESA Team Site (the release form can be found in the top level NSP folder)
* The SESARR(s) shall ensure an appropriate gift is provided to the speaker(s) at the end of the talk (a bottle of wine might be appropriate) – SESARR(s) to either arrange through EA or purchase and claim back through SESA
* The SESARR(s) should keep track of attendee numbers and report back to the Technical Director and the Deputy President as evidence towards the Chapter Circle Award

## Background Noise and Mute (very, very important)

* The quality of the whole event is seriously affected by background noise at non-presenter sites:
	+ The video focus shifts to the site where noise is detected (this can be distracting)
	+ The audio focus shifts to the site where noise is detected (this can switch off the audio from the presenter)
* It is a key responsibility for each SESARR to control the mute at their site.

## Auditorium or Meeting Room

* If there are sufficient registered attendees at a particular site the event will be held in the auditorium
* If registered numbers are low it may be shifted to one of the videoconference meeting rooms
* The videoconference meeting rooms have superior audio/video and are easier to setup
* The choice of Auditorium or Meeting Room will be made by EA at noon on the day of the event
	+ Registration numbers will be available in the previous week – indicating the likely outcome

## Catering

* Basic catering for each site will be arranged and setup by EA
	+ Tea, coffee and biscuits
* There is a SESA budget for food and drink above what is offered by EA
	+ This is available to the SESARR, if requested
	+ Especially appropriate for larger/longer networking events
* SESARR for each site should discuss catering plans with the local EA staff
* The SESARR needs to arrange for a bottle of wine to be presented to the speaker at the end of the talk – SESARR to either arrange through EA or purchase and claim back through SESA