

## Speaker Guidelines - 2027 NQLA Conference | Cairns | 14–15 May 2027

### Welcome

Thank you for your expression of interest to present at the 2027 North Queensland Law Association Conference.

The NQLA Conference is one of North Queensland's premier continuing professional development events, bringing together approximately 170–200 solicitors, barristers, judicial officers and other legal professionals from across the region.

Speaker contribution plays an important role in delivering practical, engaging and high-quality professional development for our delegates. We appreciate the time and effort that goes into preparing a conference presentation and are grateful to our speakers for helping us deliver another outstanding program.

### Conference Objectives

- Deliver high-quality continuing professional development.
- Showcase practical and relevant legal topics.
- Encourage discussion and the sharing of ideas.
- Promote excellence within the legal profession.
- Foster collegiality across North Queensland.

### Presentation Expectations

Presentations should be practical, engaging and relevant to legal practitioners. Where appropriate, speakers are encouraged to include practical tips, case studies, recent authorities, legislative updates and audience discussion.

### Session Length

Unless otherwise advised, all conference sessions are allocated 60 minutes. This includes the introduction by the session chair, the presentation and audience questions.

Speakers should aim to present for approximately 50–55 minutes, allowing 5–10 minutes for audience questions.

### Presentation Slides

Presentation slides should be clear, concise and visually engaging. Please avoid excessive text and ensure all citations are accurate.

### Conference Papers

Speakers are encouraged to provide a written conference paper to accompany their presentation. Papers should generally be between 5 and 20 pages and will be distributed electronically to delegates.

## Submission Requirements

- Biography (100–150 words)
- High-resolution professional headshot
- PowerPoint presentation
- Conference paper (if applicable)

Please submit all materials by 3 May 2027 to [secretary@nqla.com.au](mailto:secretary@nqla.com.au)

## Audio Visual

Presentation rooms will include a lectern, laptop, projector, microphone and presentation clicker. Please notify the NQLA Committee if you require additional equipment.

## Arrival

Please arrive at your allocated room at least 15 minutes prior to your session to meet your session chair, test your presentation and familiarise yourself with the room.

## Photography & Recording

Photographs and short video recordings may be taken during the conference for promotional purposes.

## Presenter Registration

Speakers will receive complimentary registration to the conference. Registration details will be provided once registrations open in February 2027.

## What Makes a Great NQLA Session?

- Provide practical takeaways.
- Include real-world examples and case studies.
- Encourage audience participation.
- Focus on current legal developments.
- Leave delegates with knowledge they can immediately apply in practice.

## Important Dates

Milestone	Date
EOIs Close	31 August 2026
Successful Applicants Notified	Early September 2026
Conference Program Released	Early January 2027
Registrations Open	Mid-February 2027
Speaker Materials Due	3 May 2027
Conference	14–15 May 2027