

FACTSHEET

LONG ORAL PRESENTATION



Public Health Association
AUSTRALIA

We welcome your contribution to the Communicable Diseases Control Conference to be held in Canberra from Tuesday 19 to Thursday 21 November 2019 at the Hyatt Hotel Canberra.

The following information is provided to assist presenters with the preparation and delivery of their presentation.

If you require any further information please contact the PHAA Events Team, events@phaa.net.au.

We look forward to seeing you at the Conference!

Guidelines for Oral Presentations

Each session will have 6 presenters. Presenters will have 15 minutes for presentation. Please ensure that you stick within your 15 minute presentation time to not encroach on another presenter's time. The session will have a nominated chair.

All presenters are encouraged to consider the learning outcomes for the audience when preparing your presentation. What are the take away messages that you can provide the audience, how can you improve their knowledge and skills?

If you are using a PowerPoint presentation please ensure that each slide is clear and readable for the audience. Use dot points or images to convey the important messages and elaborate on each point/image while presenting. Please do not overpopulate the slide with information and make it hard for the audience to read or follow.

If you are planning to use a video or audio please email events@phaa.net.au by Friday 1 November 2019 and we will endeavour to accommodate your request. After this date there is no guarantee that the requirements for your presentation can be met.

Acknowledgement of Country

We encourage speakers to do an Acknowledgement of Country when they present during the Conference. An Acknowledgment of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country. There are no set protocols or wording for an Acknowledgement of Country, though often a statement may take the following forms.¹

General: I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today. I would also like to pay my respects to Elders past and present.

¹ Reconciliation Australia

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Specific: I'd like to begin by acknowledging the Traditional Owners of the land on which we meet today, the (people) of the (nation) and pay my respects to Elders past and present.

Accessibility of Presentations

PowerPoint presentations tend to be highly visual, and people who are blind or have low vision can understand them more easily if you create your slides with accessibility in mind.

You can check the accessibility in PowerPoint using the Accessibility Checker. For more information on checking accessibility visit the [Microsoft Office website](#) to assist in making your presentation accessible, it gives you step-by-step instructions to make your PowerPoint presentations accessible to people with disabilities.

Intellectual Property

Presenters should be aware that attendees of their sessions may take images of their presentation to share on social media. If you do not wish to have your presentation or research shared via social media, we encourage you to make an announcement before, and during, the presentation. The following image can also be used on slides you do not wish to be photographed and shared.



Presenter Registration

All abstract presenters must register to attend the conference. To register please go to the conference website and follow the links: www.phaa.net.au/events. Please note: standard registration cancellation fees will apply.

Arrival

All delegates will need to register at the registration desk when they first arrive at the conference to collect their name badge, program and other related materials. The staff at the conference registration desk will then be able to direct you to the speaker's preparation room.

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Uploading your Presentation

Speakers will be provided with the opportunity to upload their presentation before the conference or onsite at the conference. Speakers will be sent an email 1 week out from the conference start date with instructions of how to upload their presentations. Speakers are encouraged to upload their presentations before the conference or at least a minimum of 2 hours before their presentation.

Please note that if you upload your presentation in the break before your session, there may be a delay in getting it ready due as these are peak times for the speaker's preparation room.

Cancellation

Should circumstances force you to withdraw from presenting at the Conference please notify events@phaa.net.au immediately.

You are welcome to nominate an alternative speaker for your presentation. If you are not able to nominate an alternate speaker, your presentation will be cancelled and another substituted in its place.

