



# PRESENTER'S HANDBOOK

Information for Long Oral, Short Oral, Workshop and Poster  
Presenters



**OCCUPATIONAL THERAPY AUSTRALIA**  
OCCUPATIONAL THERAPY AUSTRALIA LIMITED

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## Acknowledgements

Occupational Therapy Australia would like to thank the American Occupational Therapy Association for permission to use their materials in the Occupational Therapy Australia Speaker’s Handbook revisions.

## Introduction

The Conference Committee thanks you for agreeing to present at the upcoming Occupational Therapy Australia 24<sup>th</sup> National Conference and Exhibition 2011, 29 June – 1 July 2011 at the Gold Coast Convention Centre.

This handbook has been prepared to help you develop and present a successful presentation at the Occupational Therapy Australia 24<sup>th</sup> National Conference and Exhibition 2011. The contents should assist you in meeting these goals:

- provide participants with a positive, practical, educational experience
- ensure that your professionalism and expertise are appropriately presented.

We strive for excellence in each of our programs, and we know that you will too. Occupational Therapy Australia, Think Business Events and the audio visual technical support team will assist you in any way through all phases of program planning and implementation. If you have any questions, please do not hesitate to contact us.

All presenters must register for the 24<sup>th</sup> National Conference. This can be done online at <http://ausotconference.com.au/registration.php>

### Contact Details:

	Address	Phone/Fax	Email
Conference Office: Think Business Events	Level 1, 299 Elizabeth St. Sydney NSW 2000	Ph: +61 2 8251 0045 Fax: +61 2 8251 0097	<a href="mailto:ot2011@thinkbusinessevents.com.au">ot2011@thinkbusinessevents.com.au</a>
Australian Occupational Therapy Ltd	6/340 Gore St. Fitzroy VIC 3065	Ph: 1300 68 2878 Fax: 03 9416 1421	<a href="mailto:info@ausot.com.au">info@ausot.com.au</a>
Audio Visual Support: Microhire		Peter Janusz - 0424252180	<a href="mailto:ota2011@microhire.com.au">ota2011@microhire.com.au</a>

## Checklist

### What to Do Before the Conference

What?	By When	Comment	Check?
Modify/revise abstract text or title	30 March 2011	Optional	
Register and pay registration fees	13 April 2011	Mandatory	
Early Bird Registration Closes	13 April 2011		
Email PDF of poster presentation	15 April 2011	Recommended	
Email any applicable handouts in electronic format for upload onto the Conference website	27 May 2011	Optional	
Finalise poster order with preferred Poster Printer	10 June 2011	Recommended	
Advise/Request special audio visual requirements	10 June 2011	Optional	
Email copy of PowerPoint presentation to conference AV team	10 June 2011	Recommended	

## Guidelines for Preparing your Program Contributions

The guidelines for program presenters are critical for a successful presentation. Occupational Therapy Australia strongly encourages each presenter to read, print and follow these guidelines carefully. Use them to develop your platform presentation and/or poster.

### About Your Presentation

#### Presentation Length

The times indicated below include intro, presentation and question time.

Type	Presentation	Q&A	Suggested Slides	Comments
Long Oral	12 minutes	5 minutes	12 - 15	Question time is at end of each presentation
Short Oral	7 minutes		4 - 7	Question time is held over to the end of the session
Workshops	90 minutes			Interactive session includes question time
Guided Poster	5 mins	2 mins	N/A	Question time is at end of each presentation

Please ensure that your presentation does not go over your allotted time, as every minute that you go over your maximum presentation time is a minute less for presenters later on the agenda. Therefore, we ask that all presenters be respectful towards their fellow session presenters.

## Program

The tentative program schedule is available on the conference website. Please go to the <http://ausotconference.com.au/scientific-program.php> for your session date and time.

- Only presenters will be listed on the website program and program handbook. If you are a co-author or author, but you are not physically presenting at the conference, your name will not appear on the website program.
- All authors and co-authors are listed on the abstract in PDF format that can be downloaded directly from the website program page, and will be provided in the (electronic) abstract book.
- Only authors or co-authors can present at the conference. If you are not a listed co-author and are presenting on behalf of one of the authors, please contact the Conference Office for prior approval.

## Scheduling Conflicts

Please contact the conference office immediately to advise of any conflicts in scheduling. Requests for changes must be made in writing and as soon as possible.

Note: All requests will be forwarded to the program committee for due consideration, but we cannot guarantee that a change can be made once the program is finalised.

## Withdrawals Policy

If you choose to withdraw your presentation, please inform the Conference Office in writing immediately. The designated contact person is responsible for notifying all co-presenters and co-authors about the presentation being withdrawn.

## Information for Oral Presenters

Practicing with a colleague is probably the single most important thing you can do beforehand. The courtesy of staying within your allotted time will assure that the other participants have their equal time on the program and allow the audience the opportunity to ask questions. Know what to omit if you start to go over your allotted time. You are responsible for ending your presentation on time; if you do not finish on time, the room Chairperson will stand up and move onto the stage to finish your timeslot.

The average A4 page, typed, double-spaced with 1-inch margins contains 250 words. The average speaker can present approximately three of these pages in 6 minutes. Do not prepare more content than you can present in your allotted time.

The average speaker can present one slide per minute. Do not prepare more slides than you can present in your allotted time.

### Your Message

Decide what your major point is and describe it in the first minutes of your presentation. This is your essential message that will help your audience understand your presentation in terms of their own setting, patient population, or research interest.

### It's Context

Ground your message. Set your major point within a context by explaining where you work, your population-clients, literature review, or data collection procedures. Rather than giving detailed explanations, summarise the important variables you have used that help explain how you arrived at your major point.

### Expanding Your Message

Describe your intervention, research project, or topic area in depth. What were its unique components or procedures? Don't "tell" the audience all about your topic; rather, think about what they would like to hear. The average conference attendee has 6 to 10 years of professional experience and wants to know about interventions that work or what is new on the horizon in terms of professional issues, assessment, intervention, and research.

### Impact and Application

Use your last minutes to emphasize how your procedures, data, or issues will influence the profession. If you have presented preliminary research data, tell the audience what comes next. This is your time to draw conclusions about the clinical importance of your presentation or speculate about what you did, analyzed, read, or experienced.

Because your goal is to interest your audience in your topic, be prepared for questions during the discussion period at the close of the presentation or session [for short papers].

## Integrating Video or Audio clips

Plan how you will lead into the audio or video clip. Be sure to provide an explanation or introduction so the audience knows what is happening. Consider how you will integrate the clip back into your presentation by providing follow-up questions or asking for audience reactions.

Be prepared to turn off the sound and narrate what is happening in a video clip if the sound quality is poor or does not work during your presentation.

Remember that the onus is on the presenter to ensure that he/she is respecting copyright restrictions and obtaining permission to reproduce or present copyright protected materials. Be sure to acknowledge the source of any pictures/images.

## Presentation Content

Avoid simply telling the audience what you did, how you did it and what the outcomes were. Communicate your interest in the topic, how the findings change your professional reasoning or practice, and how your study or topic area lends itself to further research and development. The content of your presentation should be structured and clear and flow logically from beginning to end. There are a few basic principles that guide the flow of a presentation.

- Describe the purpose and topic of the presentation in the first one minute.
- Ground your message by providing the audience with some background information, such as the research questions guiding the study, study setting, the clients or population involved in the study, research supporting your study, and/or data collection procedures. Your audience is interested in how your research applies to them in terms of their own setting, client population, or research interest.
- Describe your intervention, research project, or topic area in depth. Consider your audience; conference attendees typically have six to ten years of professional experience and would like to know about new developments or applications in professional issues, assessment and intervention, and research.
- Highlight how your topic fits into a current research gap, or addresses a current issue or trend in the profession.
- Handouts are not typically provided because the audience size is unpredictable. It is recommended that you include your email address at the end of the presentation to enable audience members to contact you.

## Presentation Skills

Practice your presentation from start to finish at least once and preferably before a colleague who can provide you with feedback. Check that your presentation:

- Stays within the allotted time.
- Is clear and understandable.
- Any multimedia you use are complimentary to the presentation.

This will build your confidence and improve your performance.

Before your presentation, consider what questions the audience may formulate during your presentation and practice brief, concise answers.

Remember to speak clearly and loudly. All presenters will speak into a microphone.

Conveying enthusiasm or interest for your topic encourages your audience.

Try to relax; many presenters are nervous presenting before a group. There are several strategies that presenters use to stay focused and calm. For example, try focusing on one or two responsive members of the audience. Remind yourself to take a deep breath before you begin each section.

The audience will appreciate it if you look at them rather than at the screen or your paper. Shift your gaze to include everyone. Keep your hands away from your mouth so that people who speech-read can understand you. Use active words and short sentences. Words should reinforce visual material.

Try to use a relaxed posture and consider your body language during the presentation.

### Closing the Presentation

As you approach the end of the presentation, take time to summarize the “take away” message of your presentation. The closing of the presentation is an opportunity to link your research or presentation topic to current developments in the profession:

- How does your presentation influence the profession?
- What are the future directions for research and development?
- How is your research, data or topic applicable across different areas of practice?
- Finish off with a strong concluding message.
- A statement of thanks generally closes your presentation and tells your audience that the presentation has concluded.

### Questions

Time has been allocated at the end of a long paper and each block of short papers for questions from the audience. This opens the opportunity for dialogue between speakers and participants.

- Before your presentation, think about what questions might be asked; formulate brief, clear answers to each question and rehearse those answers.

- Develop some questions of your own to ask the audience in case the question-and-answer period begins slowly.
- Do not become involved in an extended dialogue with one person; say 'I'd be happy to discuss this with you after the session.'

If someone asks a question that you cannot answer, you have several options:

- Say that you will locate the answer and get back to him or her.
- Suggest appropriate resources that will provide the answer
- Ask for suggestions from other members of the audience.
- Acknowledge that the question may be outside of the scope of the project.

Always repeat the question, so that the entire audience hears and understands it; this also serves to refocus attention on you, the presenter. This is particularly important if there are people in the audience using augmented communication devices.

## Preparing a Power Point Presentation

Many presenters use PowerPoint™ presentations to describe their project and summarise information for the audience. PowerPoint™ can be used to produce an effective, clear, and visually appealing presentation. The following guidelines can help you plan and prepare a PowerPoint™ presentation.

Slides are used for emphasising key points simply and clearly in a presentation. They are not appropriate for detailed information. Your verbal explanation should provide the detail.

Slide presentations should be well laid out and formatted, be visually appealing with the use of colour, and present a professional image.

Keep in mind that your information must be concise; focus on summarizing the most notable aspects of the information for your presentation.

Organize your presentation using headings followed by 'bulleted' or numbered sub-points. Avoid using a narrative format for sub-points as this is difficult and lengthy to read

Choose a simple backdrop with a colour scheme that is visually appealing and easy to read. Many employing organisations have their own workplace templates. Ensure that you have approval to use logos or templates and that you follow institution guidelines.

It is better to have several slides per heading or concept than to cram all the information on one slide. A general rule is no more than six lines of text with no more than six words per line per slide. The points on the slide serve as a guide for the audience.

Avoid using contrasting colours that are opposite on the colour wheel (i.e., orange and purple or green and red) because these combinations contrast too much and are difficult to read. The following examples are colour tones that provide adequate visual contrast to enhance readability:

- Blue background and yellow or white text
- Black background and white text
- Dark green background and white text
- Dark yellow or gold background and black text
- White, muted, or pastel backgrounds and black text

Courtesy: Check that all co-investigators, including research supervisors, are included as co-authors and that they have viewed and approved your presentation.

### PowerPoint™ Presentation Structure

PowerPoint™ presentations begin with a title slide that includes the project title, no more than 10 words in length, and the presenter name(s) and designation(s) or credential(s). The title should be in a large, non-serif font such as Arial in 44 point to 77 point size. The presenter(s) names appear below the title in a smaller font size, generally 24 point to 44 point.

The body of the presentation is composed of content slides. The introduction may include a slide outlining the learning objectives you expect the audience to achieve by the end of the session and background information on the project, including but not limited to study site, population, purpose and study objectives.

Following the introduction is a set of slides that describe relevant aspects of the project in an organized and structured manner. This may include the theoretical model guiding the research, methods of data collection and analysis, results or findings, and implications. The concluding portion of the presentation generally provides a brief summary of the information presented, discusses limitations of the study, and future directions for research and/or development.

## General Tips for Powerpoint Slide Design

- Use 1-2 slides per minute of your presentation, and 4-5 points per slide.
- Use effective titles. Someone should be able to look at the slide and understand its meaning without any explanation from you.
- Use the same wording in your table of contents slide as in your detailed slides. This makes your presentation easier to follow.
- Proof your visual aids for spelling mistakes!
- Avoid wordiness. Use key words and phrases only.

## Font

- We recommend sans serif fonts (ones without the little stalks on the end) such as Arial, Tahoma or Comic Sans.
- Please use large fonts to ensure all participants can read the presentations on the screen. The minimum font size you should use is 18-point type, and 24-point font is even better. For headers we suggest 32 point
- Except for very short titles, capitalize only the first letter of a sentence or phrase
- Be consistent with your headings and subheadings. Use the same font, size, and color throughout.

## Colour

- The main goal is to obtain contrast between light and dark not between colours.
- Background colours should either be DARK, i.e. black, dark blue, very dark green, very dark purples with LIGHT type or vice versa.
- **RED** should be avoided unless used boldly on a light background. If red is the background, use mainly clear (white) bold type. Thin red lines on graphs or small red printing against dark backgrounds should be avoided at all times. The human eye is unable to focus clearly on red.

## Examples

White text on blue background

Yellow text on red background

Black text on white background

## Images

- Presenters can use images in their presentations, where relevant. However it is the presenter's responsibility to ensure they have the copyright to use those images in their presentations
- File size photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

## Graphs / Charts

- Use graphs rather than just figures and words. This makes data easier to comprehend and retain.
- Don't include complex graphs or diagrams that the audiences is expected to decipher

## Audiovisual Support

### Speakers' Preparation Room

The Speaker Preparation Room will be set up at Meeting Room 2 on the first floor at the Gold Coast Convention Centre for the use of all Occupational Therapy Australia presenters. Audio Visual support technicians will be available and computers supplied to allow presenters to preview or make finishing touches to their presentations.

All speakers are required to check in at the Speaker Preparation Room at least 2 hours prior to their session. This will ensure their presentation can be opened and loaded onto the conference computer system. All final adjustments can be made at this time and updated files can be re-submitted at this stage. Check in at the Conference Registration Desk to receive additional information about the speaker ready room.

The Speaker Preparation Room will be open during the following hours:

Wednesday 29 June:	7am – 5.30pm
Thursday 30 June:	7am – 5.30pm
Friday 29 June:	7am – 3.30pm

### Audiovisual Equipment

Each session room will be set up with theatre style seating (or cabaret for workshop sessions). Standard equipment will include:

- Lectern,
- Microphone
- Data projection equipment including computer (PC) equipped with Microsoft Office PowerPoint 2003 and computer audio and screen

NOTE: Internet and DVD players will NOT be available in the session rooms. However there will be internet included in the room for workshops.

If you have requirements beyond the standard audiovisual equipment provided, please email your request to [ota2011@microhire.com.au](mailto:ota2011@microhire.com.au) by Friday 10 June. Requests cannot be guaranteed, but will not be considered after this date.

### Presentation Format

All presenters who are presenting an oral paper or running a workshop are encouraged to prepare a PowerPoint presentation.

- The Conference audio visual will use Microsoft Office PowerPoint 2003.
- Any video clips are to be in either AVI or WMV format playable in PowerPoint.
- If your presentation was created on a MAC and converted to run on a PC, you must convert your files (eg. Quicktime etc) to AVI or WMV files. If your presentation was created on a MAC and converted to run on a PC, please test it before you come to the conference. Make sure that the hyperlinks still function. Avoid using a rewritable CD (CD-WR).
- If you require assistance with file conversion, please send request to [ota2011@microhire.com.au](mailto:ota2011@microhire.com.au)
- As presentations will be screening from a computer via a projector, presentations with large file sizes photographs should have the photos compressed to 96dpi for screen/web. This will decrease the file

size without affecting the image quality. This feature is available within PowerPoint in the picture tool bar.

- Be sure to save the multimedia files on the same memory storage device as your presentation. If the media file does not accompany the PowerPoint presentation file, the equipment will not allow the media file to play.

## Sending Your Presentation File

Microhire will handle all audiovisual requirements. Presentations are to be emailed to the National Conference A/V Support team to Peter Janusz at [ota2011@microhire.com.au](mailto:ota2011@microhire.com.au) by 10 June 2010

- Please include 'OTA 2011 Presentation' in the email subject heading, and your name, abstract title, abstract ref. number (if available), and session in the body of the email. This is to enable your presentation to be checked for technical aspects prior to arriving onsite at the Conference. A confirmation receipt will be sent when your presentation is processed.
- If the file is over 10mb, please email [ota2011@microhire.com.au](mailto:ota2011@microhire.com.au) and request an FTP invitation. You will be sent a link to enable the upload of files between 10mb and 100mb.

## Session Chairs

Please be at the appointed session room at least 15 minutes before your session to meet with the session chair and discuss with the chair and fellow presentations how the session will run. You may want to:

- Discuss how and when to distribute handouts (if you have brought them with you)
- Update the chair on your bio if it has changed prior to your submission
- Learn how to use the AV equipment
- Discuss how Q&A and discussion time will be managed

## Handouts

If you wish to provide materials for delegates at the Conference, you need to bring these with you as there will be limited photocopying facilities at the conference. For photocopying and printing services in the Gold Coast please see MBE services information at the end of this document.

However our recommendation is that you provide materials in electronic format (pdf) to the Conference organiser at [ot2011@thinkbusinessevents.com.au](mailto:ot2011@thinkbusinessevents.com.au) by 10 June 2011, so that these can be downloadable from the website.

## Information for Poster Presenters

A poster presentation is a graphic presentation of the author's research by display of graphs, photos, diagrams, and a small amount of text. The presenter discusses the information with the conference attendees who are circulating among the posters.

The posters will contribute professionally valuable information and provide a strong visual impact to the scientific program.

### Poster Specifications

All posters should be a visual presentation of your submitted abstract. Posters should meet the following criteria:

#### Dimensions

- The poster must be no larger than A0 size (A0 size is 841mm x 1189mm).
- Orientation of your poster must be in portrait style.
- Poster made up of multiple pages will not be accepted

#### Guided Posters

Guided Posters are organised tours of the poster displays that will create the opportunity for face-to-face interaction and discussions with colleagues. Guided poster sessions will operate as a concurrent session within the program and will be grouped according to topic themes. Presentation and general discussion about the posters and theme will be facilitated by a chairperson. The poster is displayed in the poster hall for the duration of the conference.

Guided posters have 5 minutes presentation time and 2 minutes question time.

No audio visual equipment will be provided.

#### Scientific Posters

There is no specific presentation time for scientific poster displays. However, we recommend that you be near your poster during the catering breaks particularly lunchtime.

You may also use a poster attendance card that will be provided at each presenting author's poster board to note specific times when you will be available at your poster board, either during breaks or during concurrent sessions.

No audio visual equipment will be provided

There will also be space on the card for you to provide contact details, should delegates wish to discuss your poster with you further. Providing your contact details is optional.

#### Designing the Poster

Posters can be designed using computer programs such as PowerPoint™, Corel Draw, or Adobe Illustrator. Templates for posters are available online at the Conference website under 'Presenters Information' at [www.ausotconference.com.au](http://www.ausotconference.com.au)

The poster should be sized at A0 size, must be printed on a single page and must be vertical (portrait) in orientation. Posters made up of multiple pages will not be accepted.

Professional designers deem that text of any more than 950 words is too much to put on your poster.

Given the distractions that occur while reading posters in a symposium, the poster should not contain large blocks of text. Neither should the poster contain long sentences. If possible, the sections should rely on images: photographs, drawings, and graphs. Posters should be well laid-out, professional and visually appealing, with a balance of text, graphics (charts, pictures, diagrams) and neutral space.

For good examples of Posters please see the Conference website under 'Presenters Information' at [www.ausotconference.com.au](http://www.ausotconference.com.au)

## Fonts

Use sans serif fonts to enhance readability (Arial, Tahoma, Calibri, Verdana). Do not use serif fonts (Times New Roman or Courier).

Suggested font sizes are as follows: title 85 - 210 point; author names: 56 point; headings 36 point; paragraphs: 24 point; captions 18 point.

The poster should be easily read from at least 1.2 to 1.8 metres away.

## Colours

Avoid using contrasting colours that are opposite on the colour wheel (i.e., orange and purple or green and red) because these combinations contrast too much and are difficult to read. The following examples are colour tones that provide adequate visual contrast to enhance readability:

- Blue background and yellow or white text
- Black background and white text
- Dark green background and white text
- Dark yellow or gold background and black text
- White, muted, or pastel backgrounds and black text

## Spacing and Images

Have enough blank space, too much text without breaks is overwhelming.

Use a minimum of 2 cm margins around the edge of the poster and ensure that there is at least 8-10 cm space between columns.

Insert photos or graphics, but do not insert too many images, or images without a clearly inked explanation to the topic.

## Organisation

Define different sections clearly. Use headings of reasonable size (larger than the text) to identify the start of each major section. Use coloured backgrounds to delineate sections.

Consider what your poster will look like 'at a glance'.

## Title of the Poster

The title and author names should be clearly identified on the poster. The title should be readable from a distance of 6 meters with bold and dark font. Reasonable font sizes might range from 135 point to 210 point and it should not be typeset in all capital letters as it is difficult to read.

Author names should be readable from a distance of 3 meters with bold font. Reasonable font sizes might range from 72 point to 150 point.

## Subject of the Poster

Select the most notable aspects of your research because not all the information can be presented. For presentations on research, usually the Results and Discussion sections are the emphasis of the poster presentation. Next in emphasis would usually be the Conclusion, Methodology, Abstract, and Literature Review.

## Elements of the Poster

People should not have to spend more than 5 minutes on the text of the poster. No audiovisual equipment is permitted for poster presentations. Do not use props to display information, instead, take a photo of the item and print that onto your poster.

Depending on your content/type of poster the following elements could be used:

**Background or Literature Review:** This section should be one to two paragraphs in length. It may include a brief literature review, background information, or reason for completing the research.

**Objectives:** The objectives of the research should be clearly and succinctly written, and may be in point form and stated as a purpose, hypothesis, research question, or research objective.

**Methods or Approach:** This section includes the study design, participants, instrument(s), and procedures for recruitment, data collection and data analysis.

**Results:** This section should be the majority of the poster. Although it is one of the shorter portions of a written paper, it is one the major portion of a well-designed poster. It should include main findings and report factual data in enough detail to support conclusions drawn.

**Tables and Figures and Graphics:** Tables and/or figures will have greater visual appeal if they are in colour. They should be labelled or have a note explanation at the bottom of the table or figure. Ensure that signed consent is completed when taking a photo of patients, clients, family members, students, or anyone else in the photo.

**Discussion:** This section should include interpretations of the results

**Conclusion:** This section should include a summary of findings and implications. It should have include future research areas and practice implications.

**Acknowledgements and References:** You must acknowledge all sources of information. Keep reference lists to a minimum (can be in smaller font).

## Preferred Poster Printer

### Printing the Poster

Completed posters can take up to 1 to 2 weeks to print. Manage your time accordingly. Printers often provide a proof, which is a small scale reproduction of your poster for your review before the final poster is printed. Consider the colours and carefully proofread to ensure your poster is free from errors. The cost of printing varies and the approximate cost is between \$80 to \$120 dollars, depending on the options such as colour, lamination, etc.

This year, Occupational Therapy Australia has a preferred Poster Printer - MBE Broadbeach. For delegates who choose to use this service, they may arrange to have their poster printed and delivered to the Convention Centre at no additional charge. MBE can also help with graphic design.

More information about MBE services and pricing can be found at the end of this document and also under 'Presenters Information' at [www.ausotconference.com.au](http://www.ausotconference.com.au)

MBE Business Services

07 5538 8466

[broadbeach@mbe.com.au](mailto:broadbeach@mbe.com.au)

Contact: Jane Howlett

### Handouts and Contact Information

A one-page (front and back) handout may be prepared for distribution to session participants. It may be helpful to place these handouts in a folder/plastic sleeve attached to your poster in the lower right corner so that they are easily accessible for you and allow you to be hands-free during the presentation. Make sure your name, e-mail address, phone number, and mailing address are on the handout so attendees may contact you. Many people provide an A4 copy of their poster as a handout.

For photocopying and printing services in the Gold Coast please see MBE services information at the end of this document.

### Removal of Posters

Posters must be removed immediately after sessions on Friday.

### Setting up the Poster

Please bring your poster with you when you on the day of your registration. Posters may be set up from 7.30am on Wednesday 29 June, 2011. Please ensure your poster is displayed prior to 10:25am in time for the first break of the conference day.

Your poster number will be sent to you from the Conference Office via e-mail prior to the conference. It is important that you DO NOT rearrange the numbers. The numbers allow attendees to easily locate the poster presentation they are interested in reviewing.

It is your responsibility to attach your poster to the poster board. Special re-usable poster clips will also be available for purchase at a cost of AUD\$10 from the conference registration desk.

Alternatively please bring Velcro tape/Velcro dots to attach your poster to the display board. No other fastening devices e.g. tacks, sticky tape etc. can be used.

There will be no Velcro available on site. Presenters are required to bring their own Velcro or purchase clips at the Conference.

Presentations should be taken down within 30 minutes after the conference ends. Display materials not removed following the conclusion of the conference will be discarded. The organisers take no responsibility for any posters that remain up after this time.

Important! Please ensure that posters are removed by the specified time as posters not removed by the end of the teardown time will not be retained.

## “A Polished Performance”: Advice for Conference Presenters: Common Complaints and Some Solutions

### 1. Writing Stage: Common Audience Complaints

- Too long.
- Tried to cram too much.
- Didn't state objectives, and meandered.
- Topic differed significantly from abstract.
- Material source poorly referenced.

#### Solutions

- State what you are going to tell them; tell them; then, tell them what you told them!
- Keep to time: Allow 1 slide every 1-2 minutes.
- Make a few pertinent points. Too many little points lose impact.
- Plan to finish with sufficient time to allow question time at end of session.
- Have extra information or comment if not asked questions.

### 2. Visual Presentation: Common Audience Complaints

- Slides difficult to read.
- Projector not focussed.
- Unable to see the slides adequately as equipment or presenter in the way.
- Presenter not able to use equipment – most frequently PowerPoint.
- PowerPoint (PP) presentation not synchronised with commentary.

#### Solutions

- Avoid fonts < 20, faint & cursive scripts.
- Some colour contrasts are poor. Black and white is often best, or blue writing on yellow background.
- Number slides on your notes.
- Practice transitions with the script.
- Avoid many transitions on each PowerPoint slide and use simple custom animation [e.g. 'appear'] if any at all.

### 3. Common Complaints expressed by Presenters

- I was so nervous.
- I ran out of time.
- The technology was faulty.
- People came late.

- I couldn't answer some of the questions.
- I got distracted.

#### Solutions

- Prepare well; know your topic, practice.
- Practice progressive muscular relaxation.
- Visualise yourself presenting successfully.
- Slow and deepen breathing beforehand.
- Expect that someone may know more. Invite them to comment. Then summarise and relate to your topic.
- Promise to get back to people if you don't know but can find out the answer.
- Smile, appear confident.
- Remember that you have something interesting to share with your profession which is why most of them are there.
- Enjoy your experience.
- Practice and record your presentation. Reading out in your head is not the same as reading it out aloud.

#### 4. Common Complaints about Presenters

- Didn't engage audience.
- Lost audience interest through poor eye contact, reading all presentation, turned back on audience to read from screen.
- Voice: Too fast or slow, too soft or loud inaudible, unclear.
- Distracting gestures, many ums & aahs.
- Not proficient with technology.

#### Solutions

- Establish rapport with audience.
- First time presenters are rarely "eaten alive" by the audience!! Remember that audiences are invariably sympathetic to the presenter and genuinely do want to hear what you have to say.
- Rehearse and time your presentation: the courtesy of staying within your allotted time will ensure that other presenters have their equal time on the program and allow the audience the opportunity to ask questions.
- Look at all sections of the audience; if you must read look up after sentences or paragraphs.
- Visit the room where you will present before your presentation. Walk around, try out microphone and other technology before you present.
- Ask a friend to give you feedback about your posture, gestures, vocal quality, volume and pace.

## Presentation Checklist

### Before the Conference

- Register for the 2011 Occupational Therapy Australia National Conference. This can be done online at [www.ausotconference.com.au](http://www.ausotconference.com.au)
- Read through the Poster or Oral Presentation Tips.
- Prepare a presentation or design a poster.
- Obtain feedback from peers and colleagues on your presentation or draft of the poster materials. Make any appropriate changes for clarity, consistency or readability.
- If you are preparing a poster, inquire about printing costs and timelines to ensure you have a poster in hand in time for the conference.
- Paper or extended discussion presenters will need an electronic copy of their presentation and hard copy back-ups. For photocopying and printing services in the Gold Coast please see MBE services information at the end of this document.

### At the Conference

- Dress professionally. First impressions are difficult to change.
- Remember that you will usually have to climb stairs, be careful of high heels and uncomfortable clothing.
- Familiarize yourself with the conference site layout and identify conference volunteers.
- Locate the room in which you will be presenting. If you are presenting a poster, ensure you know the exact location of the poster board you are assigned.
- Locate the speaker ready room. If possible, check that your audiovisual materials are compatible with the supplied equipment at the conference site prior to presenting.
- Come to your presentation session 10 minutes early to be ready to set up at the earliest convenience. Ensure you have all presentation materials.
- Meet the chairperson at the beginning of the session and stay in the room throughout the session

### After the Conference

- Follow up with any comments or requests from participants who attended your session or would like more information on your project.

### Important:

The presenter is responsible for securing copyright permission for any and all copyright-protected material(s).

## Further Information

### Venue

Day and date: Wednesday 29 June – Friday 1 July 2011  
Venue: Gold Coast Convention Centre  
Address: Cnr Gold Coast Hwy & TE Peters Dve  
Broadbeach QLD 4218 AUSTRALIA

### How to Get There

See <http://ausotconference.com.au/general-information.php> for more information

### Parking

See <http://ausotconference.com.au/general-information.php> for more information

### Registration

On arrival at the conference, please collect your badge and other materials at the Registration Desk located in the Ground Floor foyer of the Gold Coast Convention Centre.

#### Opening Hours:

Wednesday 29 June: 7.30am – 6.00pm  
Thursday 30 June: 8.00am – 5.00pm  
Friday 1 July: 8.00am – 3.00pm

Friendly staff will be on hand during opening hours indicated above, to answer your questions and provide information about the conference, venue and surrounds.

If you require any further information about registration, program or venue, please visit the <http://ausotconference.com.au> page on the conference website, or contact:

#### Conference Office:

##### Think Business Events:

Level 1, 299 Elizabeth St. Sydney NSW 2000

Ph: +61 2 8251 0045 Fax: +61 2 8251 0097 Email: [ot2011@thinkbusinessevents.com.au](mailto:ot2011@thinkbusinessevents.com.au)

For inquiries about audio visual support, please contact

#### Audio Visual Support Team

##### Microhire

Phone: +61 3 9646 9882 or Peter Janusz - 0424252180

Email: [ota2011@microhire.com.au](mailto:ota2011@microhire.com.au)

## Poster Printing

MBE Broadbeach is a design, print production & finishing business located within a 5 minute walk from the Gold Coast Convention Centre. We also offer a range of other complimentary services including courier & shipping services, emergency digital printing as well as administration services including faxing, scanning, emailing & photocopying. We are proud to be the sponsor for the poster prize section of the Occupational Therapy Australia Conference 2011 and look forward to assisting you with your submissions.

We will be delivering all posters to the conference the day prior to commencement. To assist our team in delivering our high quality posters for you to the conference, we request that you submit your artwork no later than two weeks prior to the conference commencement date. If you do not meet this date, we will still be able to provide your poster, however, additional fees will apply. When submitting your artwork, please ensure you clearly state that this is for the OTA Conference so we can correctly allocate your poster for you.

If you require any assistance or advice on the layout, we have experienced graphic designers in house who will be happy to assist you.

### OPTIONS:

170 gsm Bond **\$ 80.00** incl GST

\* Laminating will be \$24.95 for A0 gloss & \$27.95 for A0 matte.

195 gsm Photo **\$ 104.00** incl GST

Foam Core Laminate **\$ 133.30** incl GST

\* Please note this product is not able to be rolled up. It consists of a solid front and back with a foam centre. It is a light weight product with a high gloss upmarket finish.

- Mounting accessories are able to be supplied.

Price includes delivery to the Gold Coast Convention Centre on Tuesday 28th June 2011.

### REQUIREMENTS:

1. Poster to be submitted as an A0 portrait.
2. Artwork to be submitted in PDF format with 3 mm bleed, otherwise file manipulation charges will apply at \$25 per file.  
Artwork is able to be submitted via our website - [www.mbebroadbeach.com.au](http://www.mbebroadbeach.com.au)
3. Artwork must be submitted no later than 2 weeks prior to conference commencement date.

