



## RAPID-FIRE POSTER PRESENTATION INFORMATION AND CHECKLIST

The Rapid-Fire Poster Presentation format is an exciting presentation style. Presenters will be given the opportunity to present the data in their poster in a 5-minute presentation, using a maximum of 4 PowerPoint slides to support their presentation. **Rapid-Fire Poster Presentations will be as per times in the program.**

### AUDIO VISUAL:

The following equipment is supplied as standard in the session rooms:

- Screen
- Data projector & laptop (with ability to play videos)
- Lectern & microphone

### DESIGNING YOUR PRESENTATION:

- Set up for screen size 16:9
- **Keep it simple** – use the slide as reinforcement to your speech.
- Remember that your audience will primarily be interested in hearing you discuss your findings, outcomes and/or central argument. **Keep time spent on background and methodology to a minimum.**
- **Keep bullet points down to a maximum of 5 per slide.** Any more and the type is too small to read.
- **Use upper and lower case** to achieve maximum legibility.
- **Avoid background sounds** as these can often distract rather than enhance the presentation.

### SUBMITTING YOUR PRESENTATION:

***Please bring your presentation with you on a USB and you will be directed to the speakers prep area at registration.***

To assist us with correctly identifying your presentation, please name your presentation files in the following format:

**[Session Type] [Name]**

Eg. Rapid Fire\_Sarah Brown.ppt

### PUBLISHING PRESENTATIONS:

As you would expect, a number of delegates would like to have access to your PPT slides post conference. When you are submitting your PPT, we request you to provide us with authority to publish them after the conference. Providing access to delegates is not mandatory but appreciated.

### ARRIVAL AT THE CONFERENCE:

- Where possible, speakers are requested to be at the conference at least 2 hours prior to your session.
- **You will need to see the staff at the registration desk when you first arrive at the conference** – from here you will be directed to the Speaker Preparation area.
- The Speaker Preparation area will be open from 8:00 am – 2:00 pm daily. At the Speaker Preparation area, you will have the opportunity to confirm that your presentation is loaded properly and all video files are working.