On behalf of the Conference Scientific Program Committee, thank you for agreeing to present at the upcoming Occupational Therapy Australia 30th National Conference and Exhibition 2023 (OTAUS 2023) to be held from 21-23 June 2023 at the Cairns Convention Centre, Queensland.

The following information will assist you with preparing your pre-recorded and in-person presentation. Please read it carefully.

**KEY DATE CHECKLIST**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>All presenters required to register</td>
<td>by Friday 14 April 2023</td>
</tr>
<tr>
<td>Pre-recorded MP4 presentations uploaded</td>
<td>by Friday 12 May 2023</td>
</tr>
<tr>
<td>In-person presentation slides uploaded</td>
<td>Onsite in Cairns (at least 2 hours prior to your session)</td>
</tr>
<tr>
<td>Arrival in the session room</td>
<td>20 minutes prior to your session</td>
</tr>
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</table>

**REGISTRATION**

As per the terms and conditions for submitting an abstract, all presenters are required to register by **Friday 14 April 2023** to attend OTAUS 2023 in-person in Cairns.

To register, please refer to your personalised link in your notification email or visit: [www.otausevents.com.au/otaus2023/registration](http://www.otausevents.com.au/otaus2023/registration)

**PREPARING YOUR PRESENTATION SLIDES**

The information below is intended to serve as a reminder to the experienced presenter and as a primer to those less experienced.

**Suggestions for presentation format:**

- Avoid using too much text on each slide and keep the text size large – minimum 18-point font - imagine you are the person in the back row.
- Avoid colours which are difficult to read (red, green, yellow) and complex tables and graphs.
- Use colour and movement with discretion. Transitions between images should be neither jerky nor too slow. Avoid using too many different types of transition. (A transition that moves from left to right is often recommended)
- ‘Build and subdue’ sequences can help emphasise your current point, while allowing previous points to remain in the background. Keep the contrasts subtle and keep the points in the same position throughout a sequence. Judicious use of ‘build’ and other animation features can be very effective. Excessive use can be detrimental to the impact of your message.
- Images should ‘fill the screen’.
- About one slide per minute of your talk is usually appropriate. Avoid ‘death by PowerPoint’.
- Pace your presentation and speak to your visuals - don’t read them.
- Please note that all videos / images etc must be embedded into your PowerPoint presentation. We recommend that you bring a separate copy of any video files as a back-up.
<table>
<thead>
<tr>
<th>Presentation Type</th>
<th>Presentation Time</th>
<th>Q&amp;A Time</th>
<th>Suggested Slides</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extended Oral Presentations</td>
<td>12 minutes</td>
<td>3 minutes</td>
<td>12-15</td>
<td>Question time is at end of each presentation</td>
</tr>
<tr>
<td>Oral Presentations</td>
<td>8 minutes</td>
<td>2 minutes</td>
<td>5-8</td>
<td>Question time is at end of each presentation</td>
</tr>
</tbody>
</table>

PRE-RECORDING YOUR PRESENTATION

Create your pre-recording as follows:
- Slides must be full screen (16:9 aspect ratio) including a video image of the presenter/s as per the example
- Recording must be saved as an MP4 file
- Presentation can be recorded using any software that allows your slides, a video image of yourself and good quality audio
- For instructions on using Zoom to record your presentation, click here.

Tips for setting up your space:
- Record in a quiet room with no disruptions
- Check there is adequate lighting using natural light behind the camera / laptop if possible
- Use a microphone or headset if possible
- Have a clear backdrop

Important notes:
- Your presentation will automatically end at the advertised time in the program so please ensure that your pre-recorded presentation is no longer than your allocated time.
- No edits to your presentation will be made by Occupational Therapy Australia and presentations will be displayed exactly as submitted.
- Only completed presentation files should be uploaded.

UPLOADING YOUR PRE-RECORDED PRESENTATION

Your pre-recorded presentation should be submitted as an MP4 file by Friday 12 May 2023.

Please name your MP4 file as follows:
Concurrent Session, then stream (ie. Stream A, B, C etc) then Surname, Firstname, e.g 1_A_Kelly_Brigitte

Upload your file to the Dropbox link:
https://www.dropbox.com/request/DvpFmFNqMCR3vCG7yihW

The link is available now and will close at 11:59pm AEST on Friday 12 May 2023.
ARRIVAL AT THE CONFERENCE

On arrival at the Cairns Convention Centre, please complete registration formalities at the Registration Desk and identify yourself as a speaker. The Registration Desk will be open as follows:

Tuesday 20 June 2023  3.00pm – 6.00pm
Wednesday 21 June 2023  7.00am – 5.30pm
Thursday 22 June 2023  7.30am – 5.00pm
Friday 23 June 2023  7.45am – 3.30pm

It is important you arrive and register at least 2 hours prior to the commencement of your session. If you are delayed or unable to attend, please call Brigitte Kelly on 0402 741 964.

SPEAKER PREPARATION ROOM

Upon registration, all speakers will be directed to the Speaker Preparation Room to load their presentation material. As a speaker, you are responsible for your own material. It must be loaded correctly and checked into the Speaker Preparation Room at least two hours prior to your session. This may mean the previous day. An audio visual technician will be in the Speaker Preparation Room to assist. The Speaker Preparation Room will be open at the following times:

Tuesday 20 June 2023  3.00pm – 6.00pm
Wednesday 21 June 2023  7.00am – 4:15pm
Thursday 22 June 2023  7.30am – 5.00pm
Friday 23 June 2023  7.45am – 3.00pm

Cairns Convention Centre has a PC-based system. If you have prepared your presentation on a MAC you will need to save as a PowerPoint compatible version and bring any special fonts with you to the Speaker Preparation Room. If you bring your presentation on your MAC ensure you bring your dongle for output to VGA so your presentation can be downloaded by the technicians.

Personal laptops are strongly not advised for your presentation but may be able to be accommodated if previously arranged.

If you loaded your presentation at the Speaker Preparation Room as requested, it will be forwarded to your session room. There will be an audio visual technician to assist with the operation of equipment and trouble shoot. Each speaker is responsible for advancing their own slides during their presentation.

AUDIO VISUAL EQUIPMENT

The following audio-visual equipment will be made available in all session rooms:

- Projection screen at the front of the room
- Lectern
- Foldback monitor
- Slide advance
- Microphone at lectern
SESSION FORMAT

Arrival in the Session Room
Please be in your session room 20 minutes before the scheduled start time of your session to familiarise yourself with the room set up and technology, check your presentation and introduce yourself to the session chair. All speakers are requested to be in attendance for the whole session and take their seat in the front row of the session room.

Keeping to Time
To ensure the smooth running of the Conference, it is essential that speakers keep to their scheduled time as per the program. Please check your speaking time in the covering email.

Q&A
Question time will be at the end of your presentation facilitated by the session chair.

Session Chair Role
The session chair will introduce each speaker in the order in which they appear in the program using the biographical details provided, serve as a moderator during question time and maintain time schedules. Session chairs may use a 3-minute and 1-minute warning card or a bell to indicate the time available.

ASSISTANCE AND FURTHER INFORMATION

If you require any further information about registration, the program or venue, please visit the Conference website www.otausevents.com.au/otaus2023 or contact Brigitte Kelly directly via the contact details below.

Brigitte Kelly
Conference Events Manager

P 0402 741 964
E brigitte.kelly@otaus.com.au