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 in-person Exhibitor Presentation. Please read it carefully.

**KEY DATE CHECKLIST**

- All presenters required to register by Wednesday 31 May 2023
- Presentation slides uploaded in the Exhibition Theatrette 30 minutes prior to your session
- Arrival in the session room 30 minutes prior to your session

**REGISTRATION**

As an exhibiting organisation, please refer to your package entitlements regarding registrations and use the personalised link to the Exhibitor Portal to register your stand staff.

**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.**
ARRIVAL AT THE CONFERENCE

On arrival at the Cairns Convention Centre, please complete registration formalities at the Registration Desk, which will be open as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 20 June 2023</td>
<td>3.00pm – 6.00pm</td>
</tr>
<tr>
<td>Wednesday 21 June 2023</td>
<td>7.00am – 5.30pm</td>
</tr>
<tr>
<td>Thursday 22 June 2023</td>
<td>7.30am – 5.00pm</td>
</tr>
<tr>
<td>Friday 23 June 2023</td>
<td>7.45am – 3.30pm</td>
</tr>
</tbody>
</table>

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.

LOADING YOUR PRESENTATION

Please arrive in the Exhibition Theatrette 30 minutes prior to your session to load your PowerPoint presentation. As a speaker, you are responsible for your own material. It must be loaded correctly and checked in with the audio visual technician in the room.

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 not able to be used for your presentation.

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 advancer
- Microphone at lectern

SESSION FORMAT

Arrival in the Exhibition Theatrette
Please be in the Exhibition Theatrette 30 minutes prior to the scheduled start time of your session to you’re your presentation and familiarise yourself with the technology, 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. Any Q&A time is included in your scheduled presentation time.
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

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E brigitte.kelly@otaus.com.au