

GP24 Oral Presentation Guidelines

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Introduction

GP24 is the RACGP's annual conference. This year's conference will be held at the Perth Convention and Exhibition Centre (PCEC), from Thursday 21 to Saturday 23 November 2024. Wherever possible we ask all presenters to upload PPT presentations and resources prior to the conference.

Submitting your presentations and resources in advance allows us to ensure the quality and coherence of the content, ensuring it aligns with the conference theme and objectives. It also helps to streamline coordination and time management for both presenters and organisers, allowing the RACGP to allocate resources efficiently, and focus on delivering a seamless conference experience.

Please read the following details carefully in preparation for your presentation at GP24.

Uploading your presentation

Wherever possible we ask all presenters to upload PPT presentations and resources prior to the conference.

Register for the conference Presenters are required to register for the conference, which has been discounted. Your notification email will have included a link to the registration form. If you need this re-sent, please email us at program@racgp.org.au	Register by Sunday 22 September, 2024
Your Presentation Please submit your Presentation or Resource* via the Presentation Upload portal here Please name your presentation as First name Last name_presentation title_presentation type_presentation date *Resources are any supplementary handouts to support your presentation. They will not be printed out for you or delegates. They will be made available to delegates on the digital platform and conference app. Submit your resources via the Presentation Upload portal here Please name your resource as First name Last name_presentation title_resource title	Presentation and resources submitted by Sunday 27 October, 2024
Pre-Conference <ul style="list-style-type: none">• book your own travel and accommodation (where required)• review arrival information• download the attendee app	
Upon arrival onsite	

When you arrive at the PCEC, please check in at the main registration desk then proceed to the Speaker's Prep Lounge (Level One, PCEC) to upload your presentation. Conference staff will be on hand to assist you.

Please present to the Speaker's Prep Lounge with;

- a clearly labelled USB (name, presentation title, time, and date) containing;
- your PPT slide deck
- any video* files that are embedded within your presentation, please ensure you have set up as a separate file on your USB in case they need to be re-embedded by the onsite AV team.

Important: see 'Showing video files during your presentation' below

Presentation Guidelines

There are three (3) types of oral presentations at GP24;

- Session presentation 15, 45 or 60 minutes, including Q&A
- Rapid Fire presentation 15 minutes, including Q&A
- Workshop presentation 45 or 60 minutes, including Q&A

1. Session presentations

Session presentations are 15, 45 or 60 minutes in duration, including Q&A.

Presentations must be prepared using Microsoft PowerPoint, compatible with Microsoft Windows 10 Operating Systems.

Your session presentation must be on the **GP24 – Presenters Template (PPT)**. [To download the PPT template click here](#)

Any video files that are embedded within the presentation are to be provided as a separate file in case they need to be re-embed by the onsite AV team.

Accepted video formats are AVI, QuickTime (.MOV), or MP4 format.

2. Rapid Fire presentations (15 minutes)

Rapid Fire presentations will be strictly timed by the Session Chair and the presenter asked to stop talking when the time is up.

Research Rapid Fire

Each presentation is 15 minutes in duration as follows;

- 3 minutes: Introduction / Methods
- 4 minutes: Outcomes
- 5 minutes: How the findings translate to practice and why it's important
- 3 minutes: Question & answer

Clinical Rapid Fire

Each presentation is 15 minutes in duration, including a three (3) minute Q&A.

Both Research and Clinical Rapid Fire presentations should be kept to five (5) slides or less.

Presentations must be prepared using Microsoft PowerPoint, compatible with Microsoft Windows 10 Operating Systems.

Your Rapid Fire presentation must be on the **GP24 – Presenters Template (PPT)**. [To download the PPT template click here](#)

Any video files that are embedded within the presentation are to be provided as a separate file in case they need to be re-embed by the onsite AV team.

Accepted video formats are AVI, QuickTime (.MOV), or MP4 format.

3. Workshop presentations

Workshop presentations are 45 or 60 minutes in duration, including Q&A.

Presentations must be prepared using Microsoft PowerPoint, compatible with Microsoft Windows 10 Operating Systems.

Your presentation must be on the **GP24 – Presenters Template (PPT)**. [To download the PPT template click here](#)

Any video files that are embedded within the presentation are to be provided as a separate file in case they need to be re-embed by the onsite AV team.

Accepted video formats are AVI, QuickTime (.MOV), or MP4 format.

Preparing your presentation

Define your purpose

Your purpose will provide clear guidance on your content and key points.

Right amount of content for time allocation

Avoid going over your time limit or rushing through slides and be realistic about what you can cover. Consider whether some information could be shared as additional PDF resources, rather than integrated into your presentation speech.

Less is more

We have all seen PowerPoint presentations where slides contain too much text. The human brain struggles to listen and read at the same time. If you are presenting to an audience, keep the text on slides to a minimum.

Consider employing the "5-5-5" rule. No more than five (5) lines, no more than five (5) words, no more than five (5) minutes. Think short and sharp 'memory joggers' instead of rambling paragraphs.

Where possible, consider replacing text with images or video to represent your point. People remember images more than words.

Consider your presentation from an attendee's perspective

Think, what would you want to know and what would you want to walk away from the presentation having learnt?

Attendees need time to interpret the data that you present

When you display data, tell the attendees what they should be looking for to grasp the point you are trying to make.

While *you* are familiar with the data displayed, they are not and will not have time to figure it out for themselves. Do not be afraid to pause, you can even use this time for a drink of water.

Avoid acronyms, jargon, and shortened words

Why run the risk of having an attendee stop following your presentation as they need to consider what an acronym stands for?

Can you create some interaction?

Avoid “tick a box” interaction, but a true meaningful interaction that can empower attendees, keep their attention, and create memorable content. There are many ways you can do this such as personalising your content based on results, to running a poll, or creating an action that would reinforce learning.

Practice

Do not forget to run through your presentation and time it. Where possible, get a colleague to listen in and provide feedback, see if they could grasp your purpose and key points.

Acknowledgement of Country

The RACGP will have a formal Welcome to Country at the beginning of GP24, and at the beginning of each conference session the Session Chair will deliver an Acknowledgment to Country.

Should you want to share an Acknowledgement of Country at the beginning of your session, please note this with your Session Chairperson. Provided below is some useful information for this purpose.

The traditional Aboriginal name of Perth, and where PCEC is located, is Boorloo. Boorloo is located on Whadjuk Noongar Country (pronounced “wod-JUK” “nung-aa”).

Script example one:

I acknowledge the Whadjuk people of the Noongar nation as the traditional custodians of this country and its waters and that the PCEC stands on Noongar country. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today.

Script example two:

I acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the land and waterways in which we live and work. I recognise their continuing connection to land, water and culture and pay my respects to Elders past, present, and emerging.

Aboriginal and Torres Strait Islander Health and Wellbeing presentation guidelines

The RACGP is committed to respectful and inclusive language at GP24. An important part of our responsibilities to reconciliation and as one part of achieving a healthcare system free of racism. We encourage all conference presenters to use strengths based, respectful and inclusive language.

When creating your Aboriginal and Torres Strait Islander Health and Wellbeing presentation we ask that you refer to the Respectful language guide and the Lowitja Institute, Deficit Discourse summary

report as guides to help you communicate clearly, consistently and respectfully through your presentation, poster or resources.

- download the [Respectful language guide here](#)
- download the [Lowitja Institute, Deficit Discourse summary report here](#)

Some other principles we encourage in these presentations;

- the principle of “nothing about us without us” - Aboriginal and Torres Strait Islander presenters, co-presenters or at a minimum an acknowledgement of important contributions by Aboriginal and Torres Strait Islander team members and whether this work was driven by community priorities, should be included in presentation.
- in line with strengths-based principles we encourage a consideration of historical, systemic reasons for health disparities. We discourage presentation of statistics on health disparities without this context. Doing these challenges notions of ‘risk’ or ‘inherent vulnerability’.
- cite Aboriginal and Torres Strait Islander scholars (or First Nations International scholars) where relevant.

Live Polling

Audience live polling is a fantastic way to keep delegates engaged during your presentation and reinforces learning.

Please note the below if you would like to include live polling during your presentation;

- we suggest no more than 2 - 3 live polling questions throughout your presentation.
- answers to the live polling questions must be either a ‘star’ rating, multiple or single choice, or yes/no style (e.g., there should be no free text).
- we strongly recommend that you include your polling questions in your presentation slides as signposts to delegates and the AV team when you are planning to ask your questions. You may also like to show the correct answer on the following slide and show this when the poll has closed.

Important: instructions for submitting questions and moderating Live Polling will be circulated by RACGP Conference staff to all presenters prior to the conference.

Personal laptops

If your presentation is on laptop, you must present to the Speaker Prep Lounge (Level One, PCEC) as soon as possible after you have registered. AV staff will need to access your presentation and laptop to ensure it is compatible with centre AV (if requested to use in the session).

Apple MacBook users;

The conference does not support Mac computers or software. Mac users need to be sure their presentations are Windows or PowerPoint compatible.

Mac users are to provide;

- your laptop with presentation completed in PowerPoint.

- your own connectors (i.e. a USB-C to HTML connector) ~ the AV team cannot guarantee they have the correct connector for your device.

Showing video files during your presentation

Any video files you wish to show during your presentation **MUST** be separately downloaded and embedded within the presentation to ensure a seamless presentation.

Do not use hyperlinks to YouTube clips and rely on Wi-Fi / Internet access to stream them during the session.

In Microsoft PowerPoint, to embed video files, please follow these steps;

- click the 'Insert' button from the top navigation panel.
- click on the 'Video' tab and either the 'Video online' or the 'Video on my PC' option.

Important: please provide a copy of your video file separately on your USB in case it needs to be re-embedded into your presentation onsite at the conference by the AV team.

Audio visual equipment and room set up

Standard audio visual (AV) equipment available in the GP24 session rooms includes:

- data projector
- screen
- lectern with microphone
- PowerPoint remote clicker
- in-built PA

If your presentation is in the main plenary room (the Riverside Theatre) your session will be recorded and made available on the conference digital platform following the event for attendees to watch at their convenience.

Important: not all conference sessions are being recorded.

To ensure a smooth transition between presentations we encourage you to utilise the in-house AV equipment listed above.

If your own laptop is necessary for the benefit of your presentation, please let us know as soon as possible by emailing the RACGP Events Team via events@racgp.org.au

Important: as mentioned under 'Personal Laptops', if your presentation is on a Mac, please bring your own connectors (i.e. a USB-C to HTML connector) as the AV team cannot guarantee they have the correct connector for your device.

Delegate session feedback

Delegates will receive feedback surveys at the end of each day of conference. These surveys will be available on the conference app.

Media

Please note, that media may be present at the GP24 conference.

Promotion of GP Conference

The RACGP may use photos, screenshots and/or video taken during your session and/or the conference for GP24 promotional material and future conference promotion.

They may also provide images or video to news outlets to accompany media coverage.

These will remain the property of the RACGP.