

Instructions for Presenters

Dear Equally Well presenter

Thank you for presenting at the First National Equally Well Symposium.

You presentation is scheduled for 20 minutes. The time and placement of your presentation is indicated in the attached program.

You can choose to present for the entire 20 minutes or talk for less time to allow for 3 to 5 minutes of questions. Please note the **time limits will be adhered to strictly** out of respect to the other presenters. For first time presenters, our advice is get straight into the main content, as the actual presentation always takes longer than rehearsals! Try to ensure you have time to present your major findings and conclusions, as this is often the most important aspect, but ironically also the part that is missed if you run short of time.

Your PowerPoint presentation

You can email your PowerPoint to enquiries@equallywell.org.au.

Name your file in the following format: Day # (1 or 2) Surname_ Firstname.pptx

Also please bring a backup of your presentation on USB with you to Melbourne. If you are unable to upload your presentation before the symposium, please ensure you provide it on a USB when you register. One of the Equally Well volunteers will upload this onto the computer.

All presenters will be asked to check the upload prior to your presentation. If you go to your allocated room prior at the commencement of the session break, prior to your session to check the upload. A student volunteer will be there to help. Even if you do not have a PowerPoint presentation, please visit the room and confirm with the volunteer that you have arrived.

Symposium proceedings – Your final paper

A key part of Equally Well is sharing information and facilitating collaboration. So, in addition to any PowerPoint presentation you may be using, all presenters are **invited to submit a written paper** for inclusion in the Symposium Proceedings by the first week of May. Please email your written paper to enquiries@equallywell.org.au. The paper can be any length from 500 to 3,000 words. For information on preparing your written paper for the Symposium Proceedings book please read the relevant [guidelines](#).

Media

The Symposium media consultant is Marie McInerney from Croakey. She may contact you in relation to doing some media about your presentation. We hope that presenters will be open to this to promote their work but if you are not comfortable just let Marie know.

The Conference hashtag is [#EquallyWellAust](#) and it is already being used on social media. Feel free to tweet updates on your trip to the conference. Please follow us on Twitter, Facebook, LinkedIn and Instagram - [@equallywellau](#)

Recording and photography

Many presentations will be recorded and photographs will be taken of speakers. Recordings, PowerPoint presentations and photographs will be published in the online Symposium Proceedings after the event. Please let staff at the registration desk know if you do not wish to have your presentation or photograph published.

Program

A pdf version of the Symposium program has been updated on the [Equally Well website](#). Please check the details of your presentation carefully and let us know if anything needs to be changed.

If you have provided your abstract, bio and presentation title these will also be soon uploaded on the Equally Well website. Please check your presentation details here as well.

Thank you for your preparation and involvement in the First Equally Well Symposium. If you have any questions at all please do not hesitate to give us a call.

Sincerely

Russell Roberts, Dave Peters and Chris Maylea

Symposium Co-chairs

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