

## Instructions for Presenters

Thank you for presenting at the National Equally Well 2022 Symposium.

Your presentation is scheduled for **20 minutes**. The time and placement of your presentation will be indicated in the 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 or glossed over if you run short of time, because you spent too much time on the background and introduction.

### Your PowerPoint presentation

**Please email or upload your PowerPoint presentation to [Lee Cobb](#) by 01 April 2022.** If you are unable to upload your presentation before the symposium please contact Lee Cobb, 02 6365 7630. Your file should be named in the following format: Day # (1 or 2) Surname\_Firstname.pptx.

**Please bring a backup of your presentation on USB with you to the symposium**, and provide it on a USB when you register. All presenters will be asked to check the upload (file) prior to your presentation. Please allow time to do this prior to your session. 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. Your Powerpoint Presentation will be shared on the Equally Well website along with video recordings (should they be recorded).

In addition all presenters are invited to submit a written paper for inclusion in the symposium proceedings by **16 May 2022**. Please email your written paper to [Lee Cobb](#). Equally Well offer the option of three types of written papers, from dot point, summaries through to peer-reviewed papers. 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

A symposium media consultant may contact you in relation to doing some media about your presentation. We hope presenters will be open to this to promote their work, but if you are not comfortable with this please advise us.

The Conference hashtag is #EquallyWellAu22 and it is already being used on social media. Feel free to tweet updates on your trip to the conference and please follow us on [Twitter](#), [Facebook](#), [LinkedIn](#) and [Instagram](#) - @equallywellau.

## Recording and photography

Many presentations will be recorded and photographs taken. These along with PowerPoint presentations will be published online during and after the event. Please advise Lee Cobb, [lcobb@csu.edu.au](mailto:lcobb@csu.edu.au) if you do not wish to have your presentation or photograph published.

## Program

A pdf version of the symposium program will be available on the Equally Well website. Please check the details of your presentation carefully and let us know if anything needs to be changed. Your abstract, biography, photograph and presentation title will be uploaded on the Equally Well website. Please check your presentation details here as well.

## Important dates (all submissions)

03 May 2021	Abstract submissions close
04 June 2021	Notification of abstract status
16 July 2021	All presenting authors to register for the symposium
01 April 2022	Email PowerPoint presentation
16 May 2022	Submit 1st draft written paper for symposium proceedings
18 July 2022	Submit final written paper for symposium proceedings

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

## Equally Well Australia

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