



**EQUALLYWELL**

**2023 PRESENTER  
GUIDELINES**

# PRESENTER GUIDELINES

Thank you for presenting at the National Equally Well 2023 Symposium.

There are two types of presentations;

- **Soapbox Presentation** this is a **10-minute oral** presentation presented in one of the concurrent sessions.
- **General Presentation** this is a **20-minute oral** presentation presented in one of the concurrent sessions. Confirmed presenters are asked to submit a written paper to be published in the symposium proceedings.

The time and placement of your presentation will be indicated in the program.

In preparing your presentation we ask that you allow for question time. Past symposium delegates always express their disappointment when presenters do not provide time for questions. For **General Presentations** we recommend **3-5 minutes**.

Please note the **time limits will be adhered to strictly** out of respect for 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! Attendees want to know the purpose and outcome. Ensure you have time to present your major findings and conclusions, as this is often the most important aspect, but ironically the part missed or glossed over if you run short of time because you spent too much time on the background and introduction.

## POWERPOINT PRESENTATION

Please upload your PowerPoint presentation via the [Equally Well website](#). If you are unable to upload your presentation please contact [Lee Cobb](#), 02 6365 7630.

Your PowerPoint presentation file should be named in the following format (refer to the [program](#) of the day you are presenting):

Day # (1, 2 or 3) Surname\_Firstname.pptx.

Please bring with you a backup of your presentation on USB, and provide the USB when you register. All presenters are asked to check the uploaded PowerPoint file prior to your presentation. Please allow time to do this prior to your session. A 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 Symposium website along the video recording (should it be recorded).

A condition of submitting an abstract was that all selected presenters would be *expected to submit a written paper for publication in the Book of Proceedings*.

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 & PROMOTIONS

To promote the event and speakers, Equally Well has engaged a symposium media consultant who may be in contact. We hope presenters will be open to interviews pre, during and/or post the event. If you are not comfortable with this please advise us.

The Conference hashtag is **#EquallyWellAu23**. Feel free to tweet updates leading up to the symposium and whilst you are there. And if you aren't already, please follow us on [Twitter](#), [Facebook](#), [LinkedIn](#) and [Instagram](#) - @equallywellau.

## RECORDING & **PHOTOGRAPHY**

Many presentations will be recorded and photographs taken. Recordings, photographs and your PowerPoint presentations will be published online during and after the event.

Please advise if you do not wish to have your photograph or recorded presentation published.

## EVENT **PROGRAM**

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 speakers page of the symposium website. Please check your presentation details here as well.

## IMPORTANT **DATES**

27 February 2023	Call for abstracts open
07 April 2023	Abstract submissions close
05 May 2023	Notification of abstract status
16 June 2023	All presenting authors to register for the symposium
17 July 2023	Upload/submit PowerPoint presentations
28 August 2023	Submit 1st draft written paper for symposium proceedings
23 October 2023	Submit final written paper for symposium proceedings
23 October 2023	Submit revised abstract