

AACMAC BRISBANE 2012

GUIDELINES FOR PRESENTERS

WHAT ARE WE LOOKING FOR FROM PRESENTATIONS?

The conference organising committee has the following objectives for all presentations, workshops or posters:

- **Outcome 1:** delegates should leave a presentation feeling they have learnt **something new** or **developed new skills**.
- **Outcome 2:** papers should aim to develop **collegiality** within the profession through the free sharing of information.
- **Outcome 3:** papers should promote high standards of **professional practice** in terms of infection control, ethical conduct, etc.
- **Outcome 4:** presenters should be **enthusiastic** about the profession and the topic on which they are presenting.
- **Outcome 5:** papers should be **focused on learning** and **not the promotion** of business interests.

PREPARING YOUR PAPER

When preparing your presentation, keep the following considerations in mind:

- Present on the topic you have proposed on your abstract form; delegates register and attend sessions based on the published topics.
- If your paper or workshop is clinically focused, please consider standards for best practice (including infection control, hygiene, privacy, etc).
- Strive to make your paper clinically useful to participants; offer pearls of wisdom, explain how theoretical or issues-based presentations are worthy of a delegates' attention.
- Audio-visual aids, like Powerpoint slides, are a great way to reinforce your message. Avoid cluttering your slides with excessive text, use your slides to summarise key points and make the slides relevant to what you are speaking about. Unless they are relevant to your theme, avoid the overuse of animations and sound effects as these can distract from the core message.
- The following link is useful for guidance on preparing effective Powerpoint presentations slides: http://www.youtube.com/watch?v=kBPvhWqYwzg&feature=channel_video_title
- The purpose of your paper is to contribute to the scholarly and clinical knowledge pool of the conference. It is not appropriate for you to promote any commercial interests in your paper. This includes referring people to your private courses, your website or to any other promotional material.
- Delegates are welcome to approach you after your presentation if they wish to find out more about your work or presentation. To facilitate follow-up about your presentation, your email address may also be published in the Book of Abstracts.

WHO ATTENDS THE CONFERENCE?

- Practitioners and students of acupuncture and Chinese medicine
- Academics, researchers and other health providers with an interest in the profession
- Industry representatives and trade exhibitors
- Policy makers, regulators, health funds and workers compensation bodies.

BEFORE YOUR PRESENTATION

- All rooms will have a laptop and data projector. If you have other audio-visual requirements, please advise the AACMAC Secretariat at least 4 weeks in advance of the event.
- In order to minimise technology problems, please send any Powerpoint slides to aacmac@acupuncture.org.au by the date provided in your acceptance. This enables your slide presentation to be tested for compatibility and pre-loaded onto the conference computer. Please bring a back-up of your presentation on a flash drive.
- If you have not supplied your presentation in advance, then your presentation should be supplied on a flash drive. This must be pre-loaded onto the conference computer in advance of your presentation in order to ensure compatibility.
- If your presentation has been developed on a Mac and cannot be saved in a windows-compatible format, you must advise the conference secretariat in advance. Contact the registration desk on arrival at the conference so that your laptop can be tested for compatibility prior to your presentation. Please bring a back-up copy of your presentation on a flash drive.
- All Powerpoint presentations are deleted from the conference computer at the conclusion of the conference.
- Arrive at your room at least 10 minutes prior to the commencement of the session in which you are presenting and make yourself known to the session Chair. The names of sessions Chairs are included in the conference program.

DURING YOUR PRESENTATION

- Speak clearly and deliberately. If you think you sound as though you are speaking too slowly then you are probably speaking at the best speed for an audience.
- Coordinate your Powerpoint slides to match what you are speaking about.
- You will be given a bell reminder 5 minutes before your paper must end and another bell when your time is up. If you don't stop on time the session Chair will stand up which is your cue to stop talking.
- If time permits, your session Chair may invite questions from the floor.

POSTER PRESENTATIONS

- Please identify yourself to the registration desk on arrival at the conference. You will be advised about where your poster is to be placed and given assistance in setting up your posters. Individual poster sizes should not exceed 90cm in width and 120cm in height. If a larger area is required, this should be notified to the conference Secretariat in advance of the conference.
- You will have 5 – 10 minutes to discuss your poster; your presentation time and duration will be advised closer to the conference date once the program has been finalised.
- Arrive at least 5 minutes prior to the session in which your poster is scheduled and introduce yourself. The chair of your session will introduce themselves.
- Posters will remain in the poster presentation area throughout the entire conference. You should remove your poster at the end of the conference.

REFERENCING

Where presentations include quotes, images or the intellectual property or work of others, appropriate referencing should be included.