



AACMA

Australian Acupuncture & Chinese Medicine Association Ltd

AACMA STATE COMMITTEE SEMINARS AND WORKSHOPS GUIDELINES FOR PRESENTERS

WHAT ARE WE LOOKING FOR FROM PRESENTATIONS?

AACMA State Committees have the following objectives for all presentations and workshops:

- 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 purpose of your paper is to contribute to the scholarly and clinical knowledge pool of the profession. 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.

WHO ATTENDS STATE COMMITTEE SEMINARS?

State Committee seminars are mostly attended by AACMA members who are either in practice or are students.

BEFORE YOUR PRESENTATION

- All rooms will have a computer and data projector. If you have other audio-visual requirements, please advise your state committee contact at least 4 weeks in advance of the event.

- Arrive at your seminar at least 30 minutes prior to commencement. Use this time to set up and test your presentation on the supplied AV equipment. Please bring a back-up of your presentation on a flash drive.
- You are welcome to use your own laptop to screen your presentation, but please test this works no later than 30 minutes before your seminar is to commence.
- Please direct any questions about your presentation to your State Committee contact person.

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.
- It is your choice whether you answer questions during your presentation or at the end. Either way, be mindful of your time and that the seminar must end on time.

REFERENCING

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