

PRESENTATION FACTSHEET

CONFIRMING YOUR PLACE AT THE CONFERENCE

In order to confirm your place in the program, you **MUST** complete the following steps:

Register for the Conference as **by 11:59pm AEST Friday 1 September**

Upload your pre-recorded presentation by 11:59pm AEST Wednesday 27 September.

UPLOADING YOUR PRE-RECORDED VIDEO FILE – Wednesday 27 September

Please click on the [DROP BOX LINK](#) to upload your pre-recorded video file.

Please name your file in the following format: Session#_Firstname_Surname (e.g., 1A_FirstName Surname)

Click on the 'Choose files' button. Once you have selected your video files, fill in your name and email so we can contact you if there is an issue, then click 'Upload.' Do not close your browser window until the upload has completed.

Please refer to the AEA website to confirm your presentation session.

VIDEO PRESENTATION FORMATS

All abstract presenters accepted as Face-to-Face or virtual are required to submit a video presentation.

This needs to be in a format that can be watched as a video, below are the options:

- * Recorded video presentation, submitted as a PowerPoint Show or MP4 file;
- * PowerPoint file with audio recording included.

UPLOADING YOUR POWERPOINT SLIDES FOR IN THE ROOM PRESENTATION – Wednesday 4 October

If you are presenting as a Face-to-Face delegate at the conference, you will be asked to upload your PowerPoint presentation slides 10 days prior to arrival. An email with instructions and the dropbox link will be sent to you early October.

F2F – LONG ORAL PRESENTATION LENGTH

Long Oral presenters have a total of 10-minutes to present in front of an audience at the venue. There will be an opportunity to answer questions at the end of all presentations in the session. In addition, you also need to provide a 10-minute pre-recorded video presentation for the online portal.

VIRTUAL – LONG ORAL PRESENTATION LENGTH

Virtual Long Oral recordings, total 10-minutes in duration. Unlimited slides uploaded to the Dropbox by deadline date **Wednesday 1 September.**

F2F – RAPID FIRE PRESENTATION LENGTH

Rapid Fire presenters have a total of 6-minutes to present in front of an audience at the venue with a limit of 4 to 6 PowerPoint slides, no more. There will be an opportunity to answer questions at the end of all presentations in the session. In addition, you also need to provide a 6-minute pre-recorded presentation for the online portal.

VIRTUAL – RAPID FIRE PRESENTATION LENGTH

Virtual Rapid-Fire recordings can be a maximum of 6-minutes in duration. Limit of 4 to 6 PowerPoint slides, no more. Upload to the Dropbox by deadline date **Wednesday 1 September.**

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F2F – CONVERSATION STARTER PRESENTATION LENGTH

Conversation Starter presenters have a total of 3-minutes to present in front of an audience at the venue with a limit of 2 PowerPoint slides, no more. There will be an opportunity to answer questions at the end of all presentations in the session. In addition, you also need to provide a pre-recorded presentation for the online portal. Please note: if the pre-recorded video is longer than 3 minutes and shorter than 6 minutes, this is OK for the online portal.

VIRTUAL – CONVERSATION STARTER PRESENTATION LENGTH

Virtual Conversation Starter recordings can be a maximum of 3-minutes to 6-minutes in duration. Limit of 2 PowerPoint slides, no more. Upload to the Dropbox by deadline date **Wednesday 1 September**.

DIGITAL POSTERS

Digital PDF Posters Guidelines

The poster should be self-explanatory, so that you are free to supplement and discuss points raised by viewers' enquiries. Diagrams, figures etc. should be heavily drawn and without unnecessary detail.

- Posters should be a 1-page portrait PDF document.
- Please ensure that your poster is clear and readable for the audience.
- Use dot points or images to convey the important messages. Please do not overpopulate the page with information.
- Consider the learning outcomes for the audience when preparing your poster. What are the take-away messages that you can provide the audience? Consider this especially in relation to the Conference theme *"How Epidemiology can ensure healthy lives for all."*
- Include your email address if you would like to be contacted by viewers with questions about your Digital Poster.

ACCESSIBILITY OF PRESENTATIONS

PowerPoint presentations tend to be highly visual, and we encourage you to create your slides with accessibility in mind. You can check the accessibility in PowerPoint using the [Accessibility Checker](#).

INTELLECTUAL PROPERTY



Presenters should be aware that viewers watching their session may take images of their presentation to share on social media. If you do not wish to have your presentation or research shared via social media, we encourage you use this image, and make an announcement before and during the presentation.

CONTACT FOR QUESTIONS

As your presentation will be made available within the virtual Conference Portal for viewers to watch, we encourage you to include your email address on the final slide of your presentation for any viewers to contact you with questions about your presentation.