

Speaker Presentation Guidelines

The program is very full, so it is imperative that speakers show others courtesy by sticking to time to allow all speakers the same opportunity to present without running into the next session's time or break.

- **10-Minute Oral Presentations:** Your presentation must not be longer than your allocated presentation time of 10-minutes. Question time will take place at the end of the session.
- **5-Minute Oral Presentations (Lightning Talks):** Your presentation must not be longer than your allocated presentation time of 5-minutes. Question time will take place at the end of the session.
- **First Nations Yarning Circles: Stories of Healing & Wisdom:** Each session is designed for intimacy and impact. You will sit with a small group to share your story, cultural wisdom or project in a dedicated 30-minute session for shared yarning and reciprocal questions. No supporting presentation material is required.
- **Poster Tour Presentation:** Your Presentation must be no longer than your allocated presentation time of 3-minutes and 2-minutes Q&A (5-minutes total)
- **Workshops & Panel Symposia:** Your workshop and/or symposium must be no longer than your allocated presentation time of 30 minutes (Workshops) or 60 minutes (Symposia).

At your session:

- Advise the session chairs that you have arrived
- Look at the set-up on the stage (if applicable) where time allows
- Stay seated in the front row of the room until you are introduced to the Chairs
- **Ensure you keep to time**
- The AV technician will monitor a countdown timer. The countdown timer will be displayed on your monitor. Please pay careful attention to the timer
 - When the speaker begins the screen will be **blue**, as the time counts down the screen will progressively turn **black**
 - When it flashes/changes to **yellow** there is 1/5 minutes remaining. Your 1/5 minutes of question time must start now. (Q&A time depends on presentation type).
 - When it flashes **red** the total session time is over. Please ensure you finish when the light turns red. (NB the timer will now start to count up)
- For panel discussions, please be seated on the panel table on the stage

Acknowledging Community in Presentations

Requirement 1: We request that all presenters acknowledge the participant's involved in the studies at the beginning of the presentation. If your research is about people who inject drugs and involves gathering data, lived experiences, biological samples or other aspects from the bodies or lives of people who inject drugs and participation of people who inject drugs has influenced your work, we encourage you to consider and build upon the examples provided below:

Example: "I want to begin by acknowledging and thanking the community people who have generously participated in this research."

Requirement 2: When developing your presentation, we also request that presenters outline how your work has had/ can have a positive impact on the community including key population groups e.g. First Peoples, People Who Inject Drugs (PWID), Culturally and Linguistically Diverse (CALD) and what steps are being taken to take the research into practice.

Acknowledgement of Country

APSAD acknowledges that the conference is being held on the traditional lands of the Whadjuk Noongar people. We recognise Aboriginal and Torres Strait Islander people's continuing connection to land, water, and community and we pay our respects to Elders past and present. APSAD acknowledges Sovereignty in this country has never been ceded. It always was, and always will be, Aboriginal land.

At the start of each session, the chairpersons will conduct an Acknowledgement of Country. If you would like to include an Acknowledgement at the beginning of your presentation, please note that your presentation time includes your content and Acknowledgement.

To learn more about Acknowledgement of Country, please click [here](#).

Disclosure of interest

Presenters are **REQUIRED** to include a disclosure of interest slide in their presentation. The Scientific Advisory Committee recognises the considerable contribution that industry partners make to professional and research activities, and we value these greatly. We are also looking at ways to increase opportunities of transparency for disclosing conflicts of interest and to make this as transparent as possible for presenters. One common way of doing this is to acknowledge these relationships in publications and presentations. Disclosures should relate to the substance of the research being presented, declaring any relationships and potential conflicts as part of each presentation you make.

Final Slide

APSAD has a strong reputation for delivering a unique, inclusive, and stimulating multidisciplinary conference. The Scientific Advisory Committee ask that all presenters include a final slide outlining the **take-home messages** that summarises their work in plain language, in order to be understood by a broad audience, including community

members and attendees from outside their specific field. The final slide may include the following prompts:

- What we found
- Why it is important
- What this means for communities, practice, policy and/or First Nations communities
- What's next

At the Conference

A speaker preparation room will be available for you at the conference. Please load your presentation here at least 4 hours prior to, or the day before, your presentation. Please ensure your presentation is brought to the Conference on a USB Stick for uploading by a professional AV technician at the dedicated speaker preparation room. If you are not providing slides for your presentation, please advise the AV technician in the speaker preparation room.

Presentation Recording and Slide publishing:

All oral presentation slide PDFs will be made available via the conference library unless consent is withdrawn. Plenary sessions will also have audio recorded. The library will become publicly available and can be accessed by non-conference delegates 3-months post conference.

If you do not wish to have your presentation recording or a .pdf version of your PowerPoint slides included in this library, you must email the conference secretariat at apsadconference@ashm.org.au to withdraw consent by **Friday 13 November 2026**.

Media & Privacy

You will be asked on the speaker consent form whether you consent to the following activities:

- **Allow your presentation on the Conference website:** Speaker presentations will be published on the conference website post conference (unless specified otherwise). We require all speakers to provide permission for their PowerPoint presentations to be published. All presenters will be given the opportunity to submit a revised PowerPoint for publication on the website if requested.
- **Allow media contact:** A media consultant will be on site who may wish to contact you due to interest from media bodies. The media embargo for all data and information from abstracts or presentations is the date of the presentation at the conference unless indicated otherwise. Information in materials distributed to the media in advance is embargoed until when the data or information is due to be presented in the conference program. We kindly request that all media co-operate with this policy.
- **Allow audio recording/online recorded content.** Audio recording of your presentation may be made available online. Individual authors may choose not to have their presentation recorded by indicating on the Presentation Consent Form, when loading your presentation in the speakers' preparation room.

Audio Visual Requirements

Your presentation should be created and presented in **PowerPoint (scale 16:9)**. Each Conference room will be equipped with data projection facilities, lectern, microphone, and a laser pointer. An audio-visual operator in the room will control the presentation, lights and audio and will be able to assist you with any questions on the day.

Important Points to Remember

Important information is available in our presentation assistance documents to assist you with developing session content, please remember to:

- 1) Present within the allotted time
- 2) Acknowledge community in your presentations
- 3) Allocate most of your presentation to cover the lessons learnt and the challenges experienced
- 4) Include a final take home message