



RURAL MENTAL HEALTH CONFERENCE

**PANEL
PRESENTER
BRIEFING NOTES**

**5-7 NOVEMBER 2025
HOTEL GRAND CHANCELLOR
HOBART, TASMANIA**



RURAL MENTAL HEALTH CONFERENCE

The Program Committee welcomes your contribution to the 2024 Rural Mental Health Conference.

The following information is provided to assist presenters with the preparation of their presentation. If you require any further information, please contact **Ebony Lange, Conference Manager.**

Phone: 07 5502 2068 | Mobile: 0427 261 616

Email: rural@anzmh.asn.au

Your abstract, presentation title and biography become the property and copyright of the 2025 Rural Mental Health Conference and will appear in the conference program in written and/or electronic form, on the conference website and/or in any conference proceedings or related publications.

REGISTRATION

REQUIREMENTS	DEADLINE
Register to Accept your Presentation Slot	Friday 6 June 2025

REGISTRATION LINK

Use your personalised presenter registration link to access the discounted presenter registration rate.

This link can be found in your acceptance email.

LATE REGISTRATIONS

Presenters who fail to action required items by the due date risk being removed from the program at the discretion of the Conference Committee.

CANCELLATION

Should circumstances force you to withdraw from presenting at the conference, please notify the Conference Manager immediately. You are welcome to nominate an alternative speaker for your presentation. If you are not able to nominate an alternate speaker, your presentation will be cancelled, and another substituted in its place.



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PRESENTER PREPARATION PRE- CONFERENCE

REVIEW THE CONFERENCE PROGRAM

Practical details concerning your presentation such as time, and other presenters in your stream can be seen in the program available from the [conference website](#) on Thursday 12 June 2025.

The program is subject to change. Please ensure you visit the Conference website just prior to the event to check for any changes to the program and confirm your presentation time.

The time that has been allocated to your presentation will be a total of 60 minutes. You should allow 45 minutes for your presentation and 15 minutes for questions.

**MICROSOFT POWERPOINT IS
PREFERRED FOR ALL PRESENTATIONS.**

PREPARE YOUR PANEL PRESENTATION

Panel presentations bring together the views from a group of presenters into a discussion of innovative ideas, current topics, and relevant issues. The panel presentation is to comprise of two components:

- **Presentation** from the members of the panel for **45 minutes**
- **Questions & answers** between the delegates and panel members for **15 minutes**

Each panel will consist of a chair and panelists. The chair is to be the main organiser of the session and main contact for the session.

The chair will coordinate the preparation, theme of presentation, introduce the panel and panelists, be the timekeeper, and facilitate the Q&A session. Panelists will provide brief presentation on the theme of the panel.

PREPARE YOUR POWERPOINT SLIDES

Keep it simple. Please keep your PowerPoint slides to a minimum. The format should focus on offering participants an interactive information session.

To ensure that your presentation displays correctly at the conference, the **slide size needs to be set to Widescreen 16:9**.

Limit bullet points and text. Slides are meant to support the narration of the speaker. Too much text will be overwhelming for the audience.

Choose an appealing, consistent template or theme that is not too busy. You don't want the background or design to detract from your message.

Make labels for charts and graphs understandable.

Limit transitions and builds (animation). Presenters wishing to use audio effects should advise the onsite AV technical staff in the speaker's prep room.

Use high-quality graphics to help tell your story.

Choose your fonts well. Please ensure that a **standard font is used**, and the font size is large enough to be seen from the back of the room.

We recommend 24pt size or larger.

Save your presentation on a USB stick and bring it to the conference.

Any presenters wishing to use different presentation software, such as Keynote or Prezi, are asked to contact the Conference Manager in writing prior to the event to check whether this can be accommodated.

PRESENTATION TIPS

Practice your time. Remember when you go over time, you are impacting other presentations during the session.

Keep to your topic/project and focus on your three key learning outcomes. **Please ensure your presentation is not sales focused.**

Structure your talk. For example, include background, research question, methods, results, discussion/conclusions, and limitations/future research slides.

Think about your audience. They may not be experts in your favourite multivariable methods, but at the same time they will not be ignorant about common basic issues.

Respond to questions thoughtfully rather than defensively or dismissively.



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PRESENTER PREPARATION AT THE CONFERENCE

All presenters will need to **check in at the registration desk** when they **first arrive** at the conference to collect their name badge and other related materials.

VISIT SPEAKER'S PREP ROOM

To ensure the smooth running of sessions, presenters are required to bring a **copy of your presentation** to the conference on a **USB Memory Stick**.

All PowerPoint presentations should be given **at least 2 hours before your session block** to the technician in the Speaker's Prep room.

The use of individual laptop computers for presentations is NOT accepted.

Presentations requiring **video** can be accommodated however, we request for you to arrive onsite early to confirm the details and test the facilities.

This will require you to liaise with the AV Technician in the speaker's prep room **at least 2 hours before your session block**.

FAMILIARISE YOURSELF WITH YOUR PRESENTATION ROOM

The following Audio-Visual equipment will be available for the use of presenters:

- Lectern and microphone
- PC Compatible Laptop with USB
- Data Projector and screen

There will be a technician in constant attendance within the venue to provide assistance during your presentation. In the unlikely event of any difficulties, the technician will attend.

AV equipment outside the above cannot be provided without prior arrangement. Presenters are requested to contact the Conference Manager as soon as possible for requests outside of the standard provisions. Note, additional equipment cannot be guaranteed.