



**RURAL MENTAL HEALTH CONFERENCE**

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# **PRESENTER BRIEFING NOTES**

**20 MINUTE PRESENTATION**

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



## RURAL MENTAL HEALTH CONFERENCE

**The Program Committee welcomes your contribution to the 2025 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](mailto: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

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REQUIREMENTS	DEADLINE
<b>Register to Accept your Presentation Slot</b>	<b>Friday 6 June 2025</b>

## 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**

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# REVIEW THE CONFERENCE PROGRAM

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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 20 minutes. You should allow 15 minutes for your presentation and five minutes for questions.**

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

# PREPARE YOUR POWERPOINT SLIDES

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

Keep it simple. The number of slides for a 20-minute presentation should **not exceed 15 slides**.

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

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**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**

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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**

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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 3 hours before your session block**.

# FAMILIARISE YOURSELF WITH YOUR PRESENTATION ROOM

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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.