**presenter guidelines**

Congratulations on your upcoming presentation at the ACRA 2023 Annual Scientific Meeting. We look forward to you sharing your research and clinical knowledge with us and thank you for your contribution to the conference. Please see guidelines below for each of the allocated presentation types. Please note that these guidelines (particularly timing) should be strictly adhered to. Prizes will be awarded for the Research prize session, Clinical Prize session, Clinical Excellence Showcase, Moderated Posters and People’s Choice presentation. The final Scientific Program, including scheduling of your presentation, is now available on the ACRA 2023 ASM website. All speakers must be registered to attend the conference for at least one day.

**Research and Clinical Prize presentations**

* You will be allocated 10 minutes for your presentation, and an additional 5 minutes for questions.

# Suggestions for what your slides should contain:

# Background or Rationale

# Aim and/or Hypothesis

# Methods

# Results

# Limitations

# Implications for practice

# Conclusions / Key messages

* **Tips:**
  + You don’t need to spend any time introducing yourself as the chairperson has already done that for you.
  + Only spend 1-2 minutes maximum to introduce your background and aim/ hypothesis. The audience and judges are more interested in what YOU did, what YOU found, and what it means for practice
  + Don’t put too much writing on your slides
  + Present your information in a logical sequence
  + Ask for help if you need it – ACRA has a mentoring program and we can put you in contact with someone to give you some assistance
* **Judging criteria includes:**
* the presented content
* appropriate background given and methodology used
* explanation of your results
* the implications and relevance of your work
* the innovation of your work
* the clarity of your actual presentation
* your response to questions
* keeping to time

# ON THE DAY

* Please ensure you have uploaded your talk on the morning of your allocated day in the Speaker’s Preparation Room.
* The chairs will be very strict with timing. The chairs have been instructed to enforce the following timing:
  + 9 minutes: A warning bell will ring
  + 10 minutes: A bell will ring to indicate that time is up
  + If the presenter is not obviously wrapping up their talk at 10 minutes, the chair will politely ask you to finish on your current slide
* It is therefore important to practice the timing of your presentation ahead of time
* Try to answer questions from the audience succinctly and clearly. A quick answer will allow more time for other questions

**Clinical Excellence Showcase**

* You will be allocated 5 minutes for your presentation, and an additional 2 minutes for questions. These presentations are short, sharp, informative and most importantly fun!
* **Tips:**
  + You don’t need to spend any time introducing yourself as the chairperson has already done that for you.
  + Don’t put too much writing on your slides
  + Present your information in a logical sequence
  + Ask for help if you need it – ACRA has a mentoring program and we can put you in contact with someone to give you some assistance

# ON THE DAY

* Please ensure you have uploaded your talk on the morning of your allocated day in the Speaker’s Preparation Room.
* The chairs will be very strict with timing. The chairs have been instructed to enforce the following timing:
  + 4 minutes: A warning bell will ring
  + 5 minutes: A bell will ring to indicate that time is up
  + If the presenter is not obviously wrapping up their talk at 5 minutes, the chair will politely ask you to move to your final slide
* It is therefore important to practice the timing of your presentation ahead of time
* Try to answer questions from the audience succinctly and clearly. A quick answer will allow more time for other questions

**Abstract presentations**

* You will be allocated 8 minutes for your presentation, and an additional 2 minutes for questions.

# Suggestions for what your slides should contain:

# Background or Rationale

# Aim or Hypothesis

# Methods

# Results

# Limitations

# Implications for practice

# Conclusions / Key messages

* **Tips:**
  + You don’t need to spend any time introducing yourself as the chairperson has already done that for you.
  + Only spend 1-2 minutes maximum introducing your background and aim/hypothesis. The audience are more interested in what YOU did, what YOU found, and what it means for practice
  + Don’t put too much writing on your slides
  + Present your information in a logical sequence
  + Ask for help if you need it – ACRA has a mentoring program and we can put you in contact with someone to give you some assistance

ON THE DAY

* Please ensure you have uploaded your talk on the morning of your allocated day in the Speaker’s Preparation Room.
* The chairs will be very strict with timing. The chairs have been instructed to enforce the following timing:
  + 7 minutes: A warning bell will ring
  + 8 minutes: A bell will ring to indicate that time is up
  + If the presenter is not obviously wrapping up their talk at 8 minutes, the chair will politely ask you to move to your final slide
* It is therefore important to practice the timing of your presentation ahead of time.
* Try to answer questions from the audience succinctly and clearly. A quick answer will allow more time for other questions.

Moderated posters

* You will be allocated a three-minute presentation time, with an additional two minutes for questions at the end of your presentation.
* The chair will strictly adhere to this timing and your presentation will be stopped at 3 minutes – please ensure you have practised this ahead of time.
* Please ensure you are standing by your poster 5 minutes prior to the commencement of your presentation time.

Tips:

* Don’t overload your poster with text – it is more engaging to have figures and/or tables
* Ensure you have a minimum size 18 font
* Ensure all posters are in A0 size in portrait form where possible (please let us know ahead of time if you require landscape format)
* Judging criteria will take into account:
* the presented content
* appropriate background given and methodology used
* explanation of your results
* the implications and relevance of your work
* the innovation of your work
* the visual appeal of your poster
* your response to questions
* keeping to time