

INSTRUCTIONS FOR ORAL PRESENTERS

Papers; Seminars; Workshops; Occupation Stations

Please ensure that you read all sections and information relevant to the format of your presentation.

Registration

(Applies to all presentation categories)

All presenters are reminded that they must register and pay to attend the conference. The “early bird” deadline is Friday 3 May 2019 (registration must be fully paid by this date). For further information and to register your place go to www.rcotannualconference.org.uk

IMPORTANT - PLEASE NOTE

- If you, or your co-presenter, are no longer able to present your abstract, please notify the Conference Secretariat immediately at RCOT@outsourcedevents.com
- Ensure you advise the Conference Secretariat of any additional presenters in your session and any special needs that these presenters may have (e.g. involvement of service users; special access needs) as soon as you know, as last minute changes will not be possible.
- **The content presented in your session/poster must be as outlined, and expected, from your submitted abstract**

Presenter/Speaker Consent

(Applies to all presentation categories)

All speakers/presenters are required to complete a Speaker Consent Form to indicate their acknowledgement of, and consent for the following:

(Forms will be available for signing in the Speaker Preview room at Conference)

- The speaker/presenter, has appropriate image rights and permissions for their presentation/poster to be displayed publicly
- The speaker/presenter, has appropriate authorisation to include any email addresses/contact details in their presentation/poster
- Filming and photography will take place throughout conference, and this may include some sessions. The speaker/presenter gives their consent to potential filming/photographing of their session
- **No** presentations will be uploaded to the RCOT conference website after conference without the presenter’s signed agreement
- Where agreement has been given for RCOT to upload the presentation, the presenter will supply a version suitable for use on the RCOT website e.g.
 - Speaker notes removed
 - Any other necessary amendments made e.g. contact details removed as required
 - Final version converted to PDF

Presenters to email their presentation for uploading onto the RCOT website to caz.dunn@rcot.co.uk

Requirements and facilities

(Applies to all oral presentation categories)

Timekeeping

It is very important that all speakers keep to their allotted time. Please refer to the timings in the following sections for each session type. Please ensure that you have rehearsed and timed your presentation in advance of the conference.

Target audience

Whilst you will have suggested a target audience for your session in your abstract submission, please note that the knowledge and experiences of delegates attending your session may vary, so do make sure you are prepared to answer a diverse range of questions.

Room Layout and Audio Visual Equipment

The room layout and audio visual equipment will be provided as set out in each of the following sections for each session type:

Due to the full programme there will not be time to change any room layouts between sessions and therefore presenters are advised to prepare and plan their presentation accordingly as per the room layouts described below, or as individually advised.

Stewards

There will be a room steward to support you, usually a volunteer student occupational therapist.

USB Memory Stick

Please bring your presentation on a USB Memory Stick. This will be uploaded onto a laptop computer provided by the organisers in the Speaker Preview Room as follows:

Speaker Preview Room

A speaker preview room (Executive Room 5) will be available to check your PowerPoint (or similar) presentation, and to have your slides uploaded to the conference rooms system (where relevant).

Please ensure that you check your PowerPoint slide presentation as early as possible and no later than 2 hours before your session is due to start.

You can access this room at the following times during the course of the conference.

Monday 17 June 2019:	10.00 – 18.00
Tuesday 18 June 2019:	08.00 – 18.00

A technician will be available to help you.

PAPER PRESENTATIONS ONLY

A paper is a good way of introducing your work in a concise manner and allowing some discussion with colleagues.

- you will have **18 minutes** to introduce your work in a precise format followed by **4 minutes** for questions (22 minutes in total)
- the room will be set up **theatre-style** to allow maximum attendance for the room
- there will be a laptop computer, a data projector for PowerPoint presentations, and screen
- your presentation should be provided on a Memory Stick
- microphones will be provided at the speakers lectern in larger rooms

Session Chair

Paper sessions will be managed by a Chair person who will co-ordinate all the presentations in the session and deal with questions and any general discussion after all the papers have been presented. The session Chair is also there to keep an eye on timings so be prepared for them to advise if your speaking time is running out!

The Chair will hold a briefing for the speakers immediately before each session begins in your session room. If you are presenting in one of the paper sessions, it is important that you (and any co-presenters) attend this briefing.

SEMINAR PRESENTATIONS ONLY

A presenter-led session, where you can present an in-depth exploration of your work.

You will be responsible for introducing yourself, welcoming the delegates and closing the session.

- the session will be **40 minutes** in total, made up of **30 minutes** to present your work and a final **10 minutes** for discussion and answering delegates' questions
- the room will be set up **theatre-style** to allow maximum attendance for the room (between 50 – 200 room dependent)
- there will be a laptop computer, a data projector for PowerPoint presentations, and screen
- your presentation should be provided on a Memory Stick
- microphones will be provided at the speakers lectern in larger rooms

WORKSHOP PRESENTATIONS ONLY

A workshop is an interactive and participatory session.

You will be responsible for introducing yourself, welcoming the delegates and closing the session.

the session will be **45 minutes** long

- there will be a maximum of 40 delegates in attendance
- the room will be set up **cabaret-style**
- there will be a laptop computer, a data projector for PowerPoint presentations, and screen. PA systems are not supplied
- these sessions are designed to be highly interactive and promote discussion among participants

OCCUPATION STATIONS ONLY

An Occupation Station session is a hands-on demonstration of occupation, accompanied by informal reflection on its use as a therapeutic tool. Your session should be a creative and practical workshop which will reinforce the value of occupation in occupational therapy, through practical learning.

You will be responsible for introducing yourself, welcoming the delegates and closing the session.

- You will have **90 minutes in total*** - **15 minutes** to set up, **60 minutes** session time, and **15 minutes** to tidy up (**unless otherwise advised*)
- These sessions are designed to be highly interactive and promote participation from delegates

Presenters should ensure that their planning optimises the hands on experience for delegates.

Room Layout and requirements

You will be sent a separate request for details of your room layout and requirements, and we will aim to meet these wherever possible. Water will not be available as a resource for your occupation station activity due to venue facilities. Venue space is limited and may need to be shared with other presentations so please consider this in your layout plan.

HOW TO PLAN AND PREPARE FOR YOUR PRESENTATION

Applies to all oral presentation categories

1. Planning stage:

- Think about and consider:
 - *Purpose* – why are you presenting the information?
 - *Audience* – who will be listening to your presentation?
 - *Content* – what are you going to tell the audience?
 - *Form* – how are you going to say it?
- Refer to the learning objectives you set for the session, when you produced your abstract
- Remember that your slides are for use as a prompt not the full text of what you are saying
- Plan to use a maximum of one slide per minute (for an 18 minute presentation you should only be thinking of 15 slides)
- Check the time allocation for your presentation and include time for questions
- You may wish to include a slide with your email address and/or social media contact details such as a Twitter handle, or hashtag. This will encourage future professional conversations about your work. Ensure you have appropriate permissions to include any contact details

2. Content of slides

- See last page for information about preparing slides

3. Getting ready for your presentation

- **There is no substitute for rehearsal and practice!** Rehearse your presentation in front of close colleagues for feedback – is the information clear? Are the slides clear? It is the saying it aloud, and checking how long it takes that is the key to success
- Print out a copy of your presentation as a reminder in case you forget what you intended to say, or prepare cue cards. Having a memory-jogger of some kind is important
- Take a backup copy of your presentation on a memory stick to your session

4. On the day

- Arrive at the venue early
- Take your presentation slide to the Speaker Preview room
- On arrival into your session room, introduce yourself to the session Chair (if applicable)
- Make sure you understand the audio-visual controls (you'll have help with this)
- Check that you can see a clock or other device to ensure your timing is OK
- Have water available

5. Delivery

- Sound confident! SMILE! ☺
- Be enthusiastic and demonstrate your interest
- Remember to speak slowly
- Speak clearly and with a reasonably loud voice
- Keep the audience's interest by changing the tone of your voice
- Try to look at the audience as much as possible – and not read from a script (just glance down at your cue cards or notes occasionally)
- Try to avoid using colloquialisms / jargon / catch phrases
- It is very tempting to look at the slide screen whilst you are talking – try very hard to avoid this...face and speak to the audience
- Avoid fidgeting or having your hands in your pockets

HOW TO PREPARE POWERPOINT PRESENTATION SLIDES

1. Planning:

Think about the background and colour of your slides:

- Generally it is advisable to go for a simple, clear design
- Background – pictures in the background are often too ‘busy’ and can make the text difficult to read. A plain background is far better
- Colour scheme – a contrast is easier to read, for example, dark background with white text, or white/pale background with dark text
- Consider the choice of colours you use – bear in mind that the lighting in the presentation room may well affect how well some colours show up. Remember also that someone in your audience may have a visual impairment such that certain colours are difficult to pick out
- Remember to have a balance of text, tables, graphs, photographs, pictures
- Consider the inclusion of appropriate logos e.g. Trust and Sponsors – your employer may have their own guidelines or corporate identity that should to be used
- Avoid the use of too many animations / ‘fly-ins’ – they can be distracting

Now think about the text itself:

- Remember the words need to be easily read from the back of the room
- Choose a font that is easy to read e.g. Arial, Verdana, or Times New Roman
- The main title text should be at least font size 36 (40 is better)
- The main text should be at least font size 24 (28 is better)

2. Content of the slides:

- Keep it simple
- Limit your information and highlight key points only to prevent slides becoming too busy to read
- Try to use clear, concise statements
- Use bullet points of short phrases (rather than having long paragraphs of text)
- Make sure you have no more than five bullet points per slide (less if you can)
- Avoid the situation where you would have to say “I know you can’t really read this slide but...”
- You can use abbreviations once the full text has been included first with abbreviation in brackets e.g. Royal College of Occupational Therapists (RCOT)
- Try to avoid using complex tables or figures etc
- Make sure any tables or figures are large and clear enough to be read from the back of the room
- Make sure that any tables, figures or photographs / images are of a high quality
- Check that you have copyright clearance to use photographs or images
- At the start of your presentation include a bullet-pointed summary slide saying what you intend to talk about
- At the end of your presentation, include a summary bullet-point slide highlighting the key points you want the audience to remember
- You may wish to include your email address and/or social media contact details. Ensure you have appropriate permissions to include any contact details
- Remember to include an acknowledgements slide if appropriate

It can be useful to save your PowerPoint presentation with fonts embedded to minimize the chance of any changes due to different versions of PowerPoint. This can be done via the Save As dialogue box (select ‘Tools’ option, then ‘Save options’ and then ‘Embed fonts in the file’).

The Conference Development Team wishes you Good Luck with your presentation.

If you have any questions, please contact the Conference Secretariat at

RCOT@outsourcedevents.com