



**IHEA WA Conference Fraser's Suite
10 Adelaide Terrace, East Perth**

**Friday 6 September
9:00 AM - 6:30 PM**

NOTES FOR PRESENTERS

Thank you for agreeing to present at this year's conference.

Please reference the Draft Program for your presentation time, duration and title. Contact us if there are any errors or changes.

Some deadlines and requests for information:

- If you are planning a PowerPoint-aided presentation, please provide a copy of your presentation to us by Monday 2nd September 2024. Email ihea.wa@ihea.org.au.
- If there are any changes to the presentation on the day, please arrive well before the start of your time block so there is sufficient time to load your presentation (ideally during the break just prior to the session your presentation is in).
- If you have not already done so, please forward an abstract of your presentation and a brief bio (both about 200 words) as well as an alternative presentation title, if it differs from that shown online, to us by Thurs 29 August 2024 for inclusion in conference documents.
- As a presenter, you are offered complimentary registration for the conference and are welcome to attend. For catering purposes, can you please advise your attendance times and dietary requirements by Thurs 29 August 2024.

Information and pointers for your presentation:

- Aspect ratio for the screen is 16:9.
- Free venue WIFI is available, but this should not be relied upon for use during your presentation. Please advise ASAP if WIFI access is required.
- Please include plenty of diagrams and pictures in your presentation with brief accompanying dot points. Slides with large amounts of text are difficult to read and it is requested that these be avoided.
- Typically, up to 10 slides is the norm for a 20-minute presentation – noting that this allows only 2 minutes per slide.

- The conference is a professional development opportunity for delegates – please limit any information on your company and its services to a single slide. Exceptions include major sponsors during their promotional spot.
- Presentation papers may be request for printing in the IHEA Healthcare Facilities Journal. Further discussion will occur if required.

Thanks again for presenting. If you have any questions or special requirements, please do not hesitate to contact us.