



Australian Health Promotion Association
HEALTH PROMOTION SYMPOSIUM 2018
Old Parliament House • Canberra • 23-24 August
BETTER PRACTICE • BETTER PLACED

RAPID PRESENTATION BRIEFING NOTES

The Organising Committee for the Australian Health Promotion Association welcomes your contribution to the Health Promotion Symposium 2018.

To ensure that your presentation runs smoothly a number of services and facilities will be provided for you. Please take the time to **read these guidelines** to ensure your presentation is successful.

REGISTRATION DETAILS

Prior to the Symposium

All presenters are required to register and pay for the Symposium prior to arriving onsite. To register, please visit <http://ahpa2018.com.au/registration/> and complete the online registration form. Please note the Early Bird Registration is open until the 27 June 2018.

Onsite at the Symposium

You will need to collect your delegate materials at the registration desk when you first arrive at the Symposium. The registration desk will be located in the Pre-function area, Members Meeting Room of Old Parliament House. The desk will operate during the times below:

Thursday 23 August 2018	0800 - 1800
Friday 24 August 2018	0800 - 1630

Please note the desk operating hours is subject to change.

AUDIO VISUAL EQUIPMENT

No audio visual equipment will be provided for rapid presentations.

SESSION DETAILS

Please visit the Symposium website (<http://ahpa2018.com.au/symposiumprogram/>) to confirm details of your presentation within the Symposium program. The program is subject to change so please ensure you check for any changes on the day.

TIME ALLOCATION

As you know, you have been allocated **3 minutes** for your presentation and this does not include question and answer time. You are required to be present for the whole one and a half hour duration of your session as there will be an important group discussion after all presentations has been presented. Your contribution will be vital to the success of this session for you and your colleagues.

HELPFUL TIPS

As you know, these presentations are to be short, sharp and designed for you to share your work, your idea, your problem or your research to colleagues in a way that is relaxed, engaging, succinct and meaningful. There will be no presentation slides or presentation lecterns with microphone.

Participants will join a themed round table group of colleagues working in a similar area. Each participant will have 3 minutes to present to colleagues and the remainder of that session provides the opportunity to share, discuss, problem solve and network around the table.

If you would like to distribute information on your presentation to members of your group please do so. We suggest no more than one written page with links for further information.

DECLARATION OF INTEREST

All financial support for the work and collaboration must be acknowledged as part of the presentation.

LANGUAGE

Please note that the official Symposium language is English. All presentations must be made in English.

SESSION VENUE – ARRIVE EARLY

Please assemble in Private Dining Room 2 **at least 10 minutes prior** to your session. This will allow time for the Chair to liaise with the speakers, explain the seating set up and arrangements for questions and discussion following the conclusion of all presentations.

We look forward to welcoming you to the Symposium in Canberra in August.

Thank you for contributing to the success of AHPA's Health Promotion Symposium.



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