

# FACTSHEET

## RAPID FIRE PRESENTATION



Public Health Association  
AUSTRALIA

### Presentation Information

We welcome your contribution to online delivery of the content for the Preventive Health Conference 2020, and to share your knowledge and experience by making your presentation available to delegates.

We have therefore put together the below instructions on how to send through an electronic version of your presentation for people to view. If you require any further information please contact the PHAA Events Team, [events@phaa.net.au](mailto:events@phaa.net.au).

**Presentation uploads are open from Friday 3 April to Thursday 30 April 2020.**

### Guidelines for Rapid Fire (Short Oral) Presentations

We welcome varied formats for delivering your presentation dependant on what format you are comfortable with using. Below is a list of the options.

- Recorded video presentation;
- PowerPoint and audio recording;
- Audio recording and a PDF of your PowerPoint presentation;
- PDF of your PowerPoint presentation; or
- 2 page written summary of your presentation.

### Presentation length

- Recordings, whether video or audio, can go for a maximum of 6 minutes.
- Please use up to a maximum of 6 power point slides.
- If submitting a summary, please ensure it is a maximum of 2 pages, and easy to read

All presenters are encouraged to consider the learning outcomes for the audience when preparing your presentation.

### Submitting a PowerPoint Show as an MP4 file

If you are submitting a recorded presentation through PowerPoint, we recommend you save the file as an MP4 file so we can add it to the streaming service rather than people needing to download the file to view. To do this:

Saving PowerPoint as an MP4 file: Select the File tab > Save As > Browse > Save File Type as 'MPEG-4 Video' – It will then convert to an MP4 file.

Exporting PowerPoint as an MP4 file: Select File Tab > Export > Create a Video – You can then select the file to use the audio and timings within the PowerPoint

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If you are using a PowerPoint presentation please ensure that each slide is clear and readable for the audience. Your first slide should identify you and your fellow authors, your institution(s), funding source for the research and a declaration of conflict of interest or not. Use dot points or images to convey the important messages and elaborate on each point/image while presenting. Please do not overpopulate the slide with information and make it hard for the audience to read or follow.

### Accessibility of Presentations

PowerPoint presentations tend to be highly visual, and people who have low vision can understand them more easily if you create your slides with accessibility in mind. You can check the accessibility in PowerPoint using the Accessibility Checker. For more information on checking and making your presentation more accessible visit the [Microsoft Office website](#). It gives you step-by-step instructions to make your PowerPoint presentations accessible to people with disabilities.

### Uploading Your File

Please click on the link below to upload your file.

#### [DROP BOX LINK](#)

**Please name your file in the following format:** Session#\_Firstname\_Surname

Click on the 'Choose files' button to add your files. Once you have selected all your files [don't forget to include any video files] fill in your name and email so we can contact you if there is an issue and click Upload.

Don't close your browser window until the upload has completed. You will receive an email confirming your upload is successful.

### Presentation Tips

If you are looking at providing a video or PowerPoint with audio, please find below links to useful tips on how to put them together.

#### Recording a video presentation:

- Prezi - [https://prezi.com/video/?click\\_source=logged\\_element&page\\_location=footer&element\\_text=prezi\\_video](https://prezi.com/video/?click_source=logged_element&page_location=footer&element_text=prezi_video)
- Zoom - <https://www.youtube.com/watch?v=xHH5JEsa6B4>

#### Recording audio with a presentation:

- Prezi - [https://prezi.com/?gclid=EAlaIQobChMI2M6M9pmv6AIVlhmPCh2evwekEAAYASAAEgL39vD\\_BwE](https://prezi.com/?gclid=EAlaIQobChMI2M6M9pmv6AIVlhmPCh2evwekEAAYASAAEgL39vD_BwE)
- PowerPoint: <https://support.office.com/en-us/article/video-record-presentations-2570dff5-f81c-40bc-b404-e04e95ffab33>