



## Presenter Guidelines

	<b>IMPORTANT DEADLINE:</b>
<i>Due to the number of Concurrent Session Presentations all slides must be pre-loaded in advance to the provided Dropbox</i>	<b>Sunday 30<sup>th</sup> November 2025</b>
Upload to Dropbox on the following link:	<a href="https://www.dropbox.com/request/tMqjel7JroqjSpCYi2du">https://www.dropbox.com/request/tMqjel7JroqjSpCYi2du</a>
File Format:	Powerpoint only
<b>Naming Your file</b>	<b>In order to ensure that your presentation is picked up in the correct room, it is essential that you correctly name your file:</b>
Name of File (Concurrent Session)	LastName-SessionNo-ID#XXXX (eg; Boulton-SessionA-ID#1976)
Name of File (Stream)	<i>LastName-StreamName (eg; Boulton-Stream-ClinicalEthics)</i>
Name of File (Keynote)	<i>LastName-Keynote (eg; Boulton-Keynote)</i>
Presentation Timing:	<i>Breakdown of suggested presenting minutes + time for questions and answers</i> Concurrent Sessions (Individual Presenters does not apply to Workshops and panels) 20 minutes =15 + 5 Q&A
Presentation Day/Time	This may be subject to change, so please see the latest programme on the Meeting website: <a href="https://aabhl2025.w.events4you.currinda.com/">https://aabhl2025.w.events4you.currinda.com/</a>
Presentation Slides	If you do not want your presentation slides made available as a PDF on the AABHL Conference website post-event please opt out on the following form (before 6 December 2025): <a href="https://form.jotform.com/253186582275869">https://form.jotform.com/253186582275869</a>

## On the Day

**Attending in Person:** Please see the electronic programme on the conference website for the most up to date version. Ensure that you know the location of your room prior to your session. Your pre-submitted slides will be set up ready to go in the room.

The Chair/Moderator will make a very brief introduction from the short bio you have provided previously. Please ensure that you talk does not exceed the time stipulated above and that you have left sufficient time for Q&A.

Direct any queries to Sally Boulton, Meeting Organiser [sally@events4you.co.nz](mailto:sally@events4you.co.nz)