

Guidelines for Oral Presentations 2019

Presentations

Your Notification of Outcome email will identify whether you are presenting an Oral or a Mini Oral Presentation. In addition the email will confirm the details of your presentation including:

- » Type of Presentation (Traditional Oral or Mini Oral)
- » Date and Time of presentation
- » Venue
- » Session
- » Length of Presentation
- » As a courtesy to your fellow speakers, ensure that you keep to your assigned time frame.
- » Presentations must be provided in PowerPoint format
- » Convert presentations that are in MAC format to PC PowerPoint format
- » The presentation must not be larger than 8MB
- » Email slides to RMHRAO@mh.org.au
 - Include your Last Name in the file name
 - Submit by **COB Monday 17 June 2019**
- » Speakers are asked to bring their presentation on a USB Memory Stick to the session as a back-up
- » **Melbourne Health Logo:** For best results download organisational logos from the [MH Intranet](#).

Mini Oral

- » **A maximum 3 minute talk** + 2 minutes allowed for questions (total 5 minutes)
- » Presentations are limited to a **maximum of 3 slides with no animation or video links**
- » Presentation must be submitted using the [Mini Oral Presentation Template](#) and in 16:9 landscape orientation

Time Allocated

Session	Length of Presentation
Traditional Oral	10 min + 2 min for questions
Mini Orals	3 minutes + 2 min for questions

Sessions: Time and Venue

Symposium sessions will be held in the RMH Function Centre, Ground Floor, The Royal Melbourne Hospital

Session	Session Time	Venue
Friday 21 June 2019		
Traditional Oral - 1	9.15 to 10.15 am	Seminar Room 1
Mini Oral – 1	9.15 to 10.15 am	Seminar Room 2
Traditional Oral – 2	10.30 to 11.30	Seminar Room 1
Mini Oral – 2	10.30 to 11.30 am	Seminar Room 2

Audio Visual

The following Audio Visual equipment will be available in every room of the RMH Function Centre:

- » Data project and projection screen
- » One presentation computer (PC) with Internet access
- » Microphone and Lectern (except in Seminar Room 2)

MH Research Week Organisers:

For further details or assistance, please contact the Research Week Coordinator, Angela Magira, at: Office for Research, Level 2 South West, Grattan Street, RMH City Campus.

Telephone: 03 9342 7950 | Email: Research@mh.org.au | Internet: <https://www.thermh.org.au/research>