



Charles Sturt
University

Presenter Guide

FACULTY OF SCIENCE AND HEALTH
2022 HDR & HONOURS SYMPOSIUM

Oral Presentations

- Prepare a presentation on your research suitable for a non-specialist audience in PowerPoint (or other program accessible by Windows/PC) and a 150 word abstract using the [Abstract Template](#). *Note: The use of your own laptop/device or other presentation formats will not be permitted unless approved prior to submitting your file.*
- Submit your presentation and abstract via the submission forms on <https://science-health.csu.edu.au/research/hdr-honours-symposium>. Due dates: Abstract – 15th September 2022; Presentation – 1st November 2022.
- Ensure you have timed your presentation to allow approximately 10 minutes speaking and 5 minutes for question time. Combined oral presentation and question time allocation will not exceed 15 minutes.
- There will be 3 minutes in between speakers to allow the Assessors time to complete their assessment and to allow audience members to move to other presentation rooms.
- Arrive at the designated room at least 15 minutes before the start of the session you are speaking in. Check in with the Session Chair to let them know you have arrived. Neat casual attire is recommended. Ensure you check the final version of the program in case there have been any changes to your scheduled session.
- Your presentation will be assessed using the criteria on the [presentation assessment form](#). A copy of the completed form will be sent to you following the Symposium.

Poster Presentations

- Posters must be A0 paper size.
- Poster boards will be provided at the Symposium venue. Instructions on how to display your poster will be provided when you check in at the registration desk.
- Your poster will be assessed during the Symposium. You will need to leave your poster up for viewing for as long as possible on Thursday. If your poster is not available when the Assessors are ready to view it, it may not be considered for the poster prize.
- Your poster will be assessed using the criteria on the [poster assessment form](#). A copy of the completed form will be sent to you following the Symposium.
- Remember to collect your poster and take it home with you.