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| Charles Sturt University - TEQSA Provider Identification: PRV12018 (Australian University). CRICOS Provider: 00005F. |

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| Presenter Guide Faculty of Science and Health  2025 HDR & Honours Symposium |

Oral Presentations

* Prepare a 150 word abstract using the [Abstract Template](https://cdn.csu.edu.au/__data/assets/word_doc/0010/4077217/Abstract-Template.docx) and upload to your registration form.
* Prepare a presentation on your research suitable for a non-specialist audience in PowerPoint (or other program accessible by Windows/PC). *Note: The use of your own laptop/device or other presentation formats will not be permitted for in person events unless approved prior to submitting your file.*
* Submit your presentation using the following steps by **Friday 31st October 2025:**
  + Save the presentation to the shared drive [*through this link*](file:///S:\Common\FOSH%20HDR%20&%20Honours%20Symposium%20Presentations),
  + Email [FOSH-Ops-Admin@csu.edu.au](mailto:FOSH-Ops-Admin@csu.edu.au) to advise it has been submitted.

*If you have any issues accessing the S:Drive folder please email* [*FOSH-OPS-Admin@csu.edu.au*](mailto:FOSH-OPS-Admin@csu.edu.au) *and we will advise of an alternate submission method.*

* 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 5 minutes in between speakers to allow the Assessors time to complete their assessment and to allow audience members to move to other presentation rooms/streams.
* Your presentation will be assessed using the criteria on the [presentation assessment form](https://cdn.csu.edu.au/__data/assets/pdf_file/0010/4074364/2025-HDR-Assessment-Form-Presentation.pdf). A copy of the completed form will be sent to you following the Symposium.

**Presenting in person**

* Arrive at the designated room/stream at least 5 -10 minutes before the start of the session you are speaking in.
* Check in with the Session Chair to let them know you have arrived.
* Ensure you check the final version of the program, <https://science-health.csu.edu.au/research/hdr-honours-symposium> in case there have been any changes to your scheduled session.
* Neat casual attire is recommended.

**Presenting online**

* As a presenter you will be asked to share your screen during your presentation timeslot so you can control the slides while speaking.
* Please refer to the following information and ensure you follow all instructions:
* Log on to your session stream 5 - 10 minutes before the start of the session you are speaking in to ensure your video and audio are working and you can share your screen.
* Please make yourself known to the Chairperson.
* Ensure you check the final version of the program, <https://science-health.csu.edu.au/research/hdr-honours-symposium> in case there have been any changes to your scheduled session.
* Ensure your PowerPoint presentation is clear and readable.
* It is recommended you do a run through with your supervisors in advance to familiarise yourself with presenting online.

Poster Presentations

* All posters will be made available for viewing online during the event.
* Submit your poster using the following steps by **Friday 31st October 2025**:
  + Save a pdf version of your poster to the shared drive [*through this link*](file:///S:\Common\FOSH%20HDR%20&%20Honours%20Symposium%20Presentations),
  + Email [FOSH-Ops-Admin@csu.edu.au](mailto:FOSH-Ops-Admin@csu.edu.au) to advise it has been submitted.
* *If you have any issues accessing the S:Drive folder please email* [*FOSH-OPS-Admin@csu.edu.au*](mailto:FOSH-OPS-Admin@csu.edu.au) *and we will advise of an alternate submission method.*
* On campus events will have poster boards provided at the Symposium venues. Instructions on how to display your poster will be provided when you check in at the registration desk.

*It is an expectation that if you are presenting in person and submitting a Poster you will also display your Poster at your attending venue.*

* Physical posters must be printed on AO paper size; portrait orientation is preferred.
* Your poster will be assessed using the criteria on the [poster assessment form](https://cdn.csu.edu.au/__data/assets/pdf_file/0011/4074365/2025-Assessment-Form-Poster.pdf). A copy of the completed form will be sent to you following the Symposium.