

PRESENTATION planning

PREPARE

timely

Correspond with conference organisers.
Create contact list.
Connect with conference social media.
Plan who you would like to meet.
Follow conference guidelines.
Allocate guide posts and timelines.
Choose a style.
Plan, design and time the presentation.
Collect research, studies or surveys.
Submit abstract.
Create content.
Contact www.medicalpresentation.com.au.
Choose services:
- editing
- proofreading
- graphic designs
- international style communication
Create potential question list (from audience)
Practice.

TRAVEL

relax

Book flights, accommodation and transport.
Prepare "presenter bag".
Plan professional clothing.
Meet conference organizers.
Visit the conference room.
Stage walk and sit on audience chairs.
Practice setup with a technician.
Enjoy meeting other attendees.
Light exercise.
Plan enough sleep.
Eat well.

PRESENT

work

Arrive early.
Bring "presenter bag".
Meet other attendees.
Bring a timer.
Deliver presentation.

SOCIAL

enjoy

Speak to attendees with extra questions.
Enjoy meeting other attendees.
Thank organisers and ask for feedback.
Take attendee business cards for emailing (build relationships and answer questions).
Enjoy and have a glass of wine.

