



AusACPDM/IAACD2022
1–5 March 2022 | Melbourne Australia
BETTER TOGETHER



Interactive Sessions

The Conference identifies Focused Symposia, Instructional Courses, Debates and Seminars as Interactive Sessions. These sessions are given either a 60 or 90 minute slot in the program, where the lead facilitator/presenter is to coordinate and run their session live at the time of the program.

SESSION FORMAT

Interactive Sessions will be hosted through Zoom Webinar, therefore we recommend that you **practice using Zoom Webinar**, especially if you are not familiar with it. It will be the responsibility of you as the facilitator/lead presenter to run this Zoom Webinar, using its functions to make your session as interactive as possible. The Conference will provide a dedicated technician who will be with you for the duration of your session in a support capacity.

You may arrange for the speakers of your session to provide pre-recorded presentations, however note that it will be your responsibility to collect these media files and then play/share them live through the Zoom Webinar at the time of the live session.

Additionally you are welcome to provide any supporting handouts, you will be able to upload these directly in the submission portal mentioned below, and they will be linked directly onto the platform for the delegates to view in advance or during the session.

You will be shared your unique Zoom Webinar access link in the week prior to the Conference, and are requested to join the webinar 30-minutes prior to the session start time, to run initial technical checks with your dedicated support person.

Your technician will record your session and this content will be available on-demand post-Conference for 3 months.

SUBMISSION PORTAL AND DEADLINE

You are required to upload the details of the speakers of your session including photos and bios (including yourself), and any handouts (optional) to the Submission Portal, using the access link provided in the accompanying letter. All submissions are due by **Sunday 23 January 2022**.

THE PRESENTER HUB

On the Presenter Hub website you will find further helpful guides, tips and recourses on;

- How to use Zoom Webinar
- A custom PowerPoint template to use for any slide presentations (optional)
- Best practice for making your presentation accessible to all attendees
- Tips and tricks on framing and lighting
- Pre-submission checklist (to ensure you have all your necessary items covered)
- Other helpful recourses