**PRESENTER GUIDELINES**

Thank you for joining us at Brandon University for the Mental Health on the Prairies Conference. The purpose of the meeting is to provide a forum for different forms of knowledge sharing between researchers, professionals working in health and social care, educators, community groups, and people with lived experience of mental health problems and addictions. In doing so, we aim to improve mental health research, support, and experiences in the region.

**PUBLISHED PROGRAM**

Participant abstracts will be made available on the conference website prior to the meeting. After the meeting, the published abstracts will be archived on the Centre for Critical Studies of Rural Mental Health Website at <https://www.centreforruralmentalhealth.com/>

**What follows is a guide for presenters to develop presentations that are inclusive and meaningful to a broad audience including people with lived experience of mental health problems, educators, health professionals, researchers and other community members. We have organized the conference sessions with the objective of ensuring that each of these diverse groups engage and learn from one another. Please keep this in mind while preparing and sharing your knowledge.**

**GENERAL PRESENTATION GUIDELINES**

Here are some general guidelines to consider in preparing your presentation:

* Language can have a powerful impact on how people experience and understand mental health problems. Please use your language carefully and respectfully. Be open to learning from the language other presenters use.
* If your presentation title is technical, explain what it means in more general terms, so everyone understands.
* If your research, program/initiative, of lived experience focuses on a specific concept, define it in a way that a general audience can understand in your introduction.
* Identify your approach and objective. Are you speaking from lived experience or sharing lessons from a program? Have you conducted a formal evaluation or research?
* Identify key findings or lessons from your research, program/initiative, or experience.
* Explain how your research or experience might be useful for different audience members

**ORAL PRESENTATIONS**

If you are giving an oral presentation, power point and audio will be provided for slide presentations and video use. **Bring your presentation file on a USB drive and arrive at your presentation room at least 20 minutes prior to the start of your concurrent session**. To ensure your slides are accessible:

* Fonts should be large enough to read easily (e.g., 44 pt. titles and 36 pt. text)
* Do not cram too many slides into your presentation (e.g., use 15 slides for 20 minutes).
* Place no more than 6 lines of text on a slide.
* Make sure graphics, charts and tables can be read and describe their meaning.

Oral presentations are allotted a total of 30 minutes and 60 minutes for symposium/panel presentations. It is expected that presenters will allow ten minutes in their presentation for questions (e.g., 20 minute talk and 10 minutes for questions). It is important that presenters stay within their allotted time to allow time for questions and knowledge exchange between different audience members. This is a knowledge sharing event and not just a series of presentations. Each concurrent session will have a facilitator to assist with time keeping and to facilitate discussion among presenters and meeting participants. However, symposium sessions should identify their own moderator to tend to panel discussions.

**POSTER PRESENTATION**

If you are giving a poster presentation as part of the meeting, your poster should summarize your knowledge using visuals such as tables, graphs, and pictures on a **single PowerPoint slide.** You are expected to be at your poster over the lunch break on your scheduled day. However, you may include a single audio file to be played as part of your presentation. The purpose of this presentation format is to facilitate one-on-one and small group discussions with a broad range of conference attendees listed above.