

PRESENTATION planning

PREPARE

timely

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

TRAVEL

relax

- Book flights, accomodation 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 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 organizers and ask for feedback.
- Take attendee business cards for emailing (build relationships and answer questions).
- Enjoy and have a glass of wine.

