



Guidelines for Presenters

- Communication with Iris Education
- Power Point presentations and handouts
- Consent for publication
- Presenter audio visual requirements
- Arrival at the education course
- Evaluations
- After hours' contacts
- How to invoice Iris Education

Contact:

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Director

Email

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Communication with Iris Education

IRIS Education will keep presenters up-to-date with any changes to the program, venue or cancellation of any Iris events. We require presenters to send us full contact details including postal address email and mobile phone numbers. We also require presenters to inform Iris Education of any changes to presenter availability, contact information or alterations to the planned content of your session that you will deliver on behalf of Iris Education.

Power Point presentations and handouts

All registered participant to any Iris education event will receive a printed handout of PowerPoint presentations and often additional resources. If no Power Point presentation is used, Iris Education will require a summary of your session, or other handout material.

Iris Education will not own any intellectual property rights, in the PowerPoint presentations that you create for the purpose of presenting at our events. Please also bring your Power Point presentation on the day of the event on a USB.

Iris Education understands that your presentation may change slightly from the presentation that you originally submitted for printing. If major changes are made, please keep Iris Education informed. We strive to deliver correct current and quality reproductive and sexual health education for health professionals attending our events.

Power Point presentations and handouts please ensure you:

- On the introduction slide, state the title of the advertised education session, your name and title and credentials and date
- Take in all content defined on the program
- Try to keep to one or two slides per minute
- To safeguard content can be easily read our preferred font is Calibri 28 point (or equivalent)
- Keep your slides simple with minimal text effects
- Try not to use graphs with small fonts as these cannot be read on handouts
- Use clear photos and clearly labelled diagrams
- Quote references or guidelines and do not use any copyright material
- Persons in any case studies must not be recognized
- Always spell check your presentation
- Your presentation content must relate to any relevant laws of the state where you will deliver the presentation

We will require your presentation no later than 2 weeks prior to the event. Submit your Power Point presentation to Iris Education, via email to [Brad Reuter](mailto:Brad.Reuter@iriseducation.org) or if too large you can upload your presentation on our presenter information page on our [website](http://www.iriseducation.org).

Consent for publication

We may record presentations which will be placed on the Iris Education website and we aim to positively promote our presenters.

In the circumstance that we decide to record the event we will send you a recording consent form to sign and we encourage you to consider allowing us to record your session(s). We will inform you prior to the event that recording will be taking place and will only record a session with your express permission.

Arrival at the education course

- Please arrive at least 30 minutes prior to your presentation time and introduce yourself to the Iris staff at the event
- Indicate to the Iris staff onsite of any last minute alterations you may have to your presentation
- keep to the specified time span for your presentations
- keep to your session topic and content

Evaluations

All participants at Iris events are asked to complete an evaluation form rating your presentation content and clarity. IRIS Education will collate these evaluations in to a report and send you a copy so that you can take advantage of your feedback from the participants.

After hours' contacts

In the event of an emergency contact Brad Reuter, Phone 0409 615 088 or email brad.reuter@iriseducation.com.au

Audio visual equipment

As a standard Iris Education has the following equipment at all of our events data projector and screen, lectern, microphone and PA system, flipchart or Whiteboard, if you require any further equipment Please contact [Brad Reuter](#)

How to invoice Iris Education

Please send a tax invoice to Iris administration, [Brad Reuter](#) for prompt remuneration for your services. If you do not have your own invoice template, you can download a copy from the presenter information page on our website from our [website](#).