

First-time presenters

Have you not submitted an abstract before? Not sure of the process? Read below, we strongly encourage those who haven't submitted an abstract to get involved and give it a go!

- Firstly, print and read all the information on this website page. It's important to note the close of the submission date.
- Next, you need to write your abstract, following the format required. It's often easier to download the example and type over this. A clear and concise title is a good start to your abstract.
- When writing your abstract, it's important to remember, that whoever reads it, will know nothing about you, or the topic you are writing on, so use simple easy language to convey what you will present on.
- Often, it's best to write your abstract and then ask either colleagues, mentors or family members to read it and provide feedback.
- Once you are happy with the written abstract, it's time to go online and submit the abstract. This is a simple online process, in which you will be required to upload the abstract. At the conclusion of this process, you should receive a confirmation email.
- You will be required to provide a short biography during the online submission process, if you don't have one available, write one, prior to starting the online submission process. If you are accepted the biography is used by the facilitator on the day you are presenting to correctly introduce you.
- The Organising Committee will review all abstracts and you will be notified by email if your abstract has been accepted or declined.
- Please do not be disheartened if you are not accepted, less than 50% of abstracts are accepted.

If you are accepted, congratulations! Now the next part begins! Preparing for the presentation.

- For this, practice does make perfect. You will receive tips on presenting, as part of the acceptance letter. Take the time to read these tips and learn how to improve your presenting style and delivery (including the preparation of slides).
- Register for the conference, as part of the submission, you agree to register and pay for at least one day of the conference.
- Once you arrive at the conference, go to the AV desk located at the back of the room with your slides on a USB stick. There will be an audio-visual technician who will load your presentation onto their computer, and run the slides, to ensure there are no hiccups.
- On the day you are presenting, go and find the room that you are presenting in, and have a look at the space.
- Most importantly – enjoy yourself. People will be interested in what you have to say so take a deep breath, smile, keep calm, talk clearly and slowly and enjoy your presenting time.
- Any queries, please do not hesitate to email: podiatry@composition.co.nz