3rd International Youth Mental Health Conference
Concurrent Session Presentation Guidelines

Presenters who will be presenting a paper as part of a concurrent session at the conference should read the following information which will be useful for the preparation of your presentation and ensure a dynamic and interactive session.

Time
Each presenter will have 15 minutes for their presentation and 5 minutes for questions for a total of 20 minutes for your allotted time within a concurrent session.

Be sure that your presentation fits within the time allocated, keep slides to a minimum and rehearse your presentation prior to the conference to ensure it fits within the 15 minute time allocation.

Structuring your presentation
Below are some simple tips that can help you structure your presentation for maximum effect to those listening to your presentation:

- Provide a brief overview- What are you going to present (i.e. type of study/project and key findings or outcomes)

- State the issue or problem- Present the data/information , methods, and results

- Interpretation of the data or a description of what the information means for those in the field

- Conclusions- Summarise your key findings, and issues for those in the sector

- Finally, what are the implications or key take home messages for those in the room that can assist them in their work or study

Remember your audience
Ok so this might be a challenge at an international conference, but be mindful of the fact that this will not be a purely scientific audience. There will be delegates from health, education, welfare, policy, parents, young people – you get the picture. So keep the appeal of your topic broad and make sure you limit your use of jargon and scientific terms that may be familiar to you but not to others.

Tips on Preparing Slides

Slides should contain only important and useful data and text, they should not be used to communicate passages of text or complex graphs or data, remember less is more! The following tips may be helpful:

- Choose your background and colours wisely, people need to be able to easily read what is on the screen from the back of the room as well as the front

- Text slides should use no more than six bulleted text items, and no more than eight lines of text

- It is best **not** to use three dimensional slides

- Each slide should present a single concept or message

- Use key words, do not use long sentences

- Do not read from your slides

- Use consistent verb form

- Use the same style of bullet at each level

- Be consistent with capitalization
- Use a font that is easy to read

Be creative, include multimedia

If you're presentation is one that involves interactions or learning from others that has been captured in some form, don't be afraid to use multi-media such as video clips. They have the capacity to convey very powerful messages and really engage your audience in your research or project.

Forward your presentation in advance

From an organisational standpoint, it's so much easier to receive your presentation prior to the conference. We understand this may not be possible for everyone, but it is preferred if you can please forward your presentation in advance of the conference to the conference organisers to sarahsweeney@advantageico.ie no later than Wednesday 30th Sept 2015.

The day before your presentation

If you have not forwarded your presentation in advance, remember to bring it with you to the conference the day before your presentation.

Speakers Preparation Room

A speaker's preparation room will be located within the Place des Arts which will enable speakers to run through their presentations, if necessary, and ensure that any multi-media aspects of your presentation are working correctly. One of the technicians will upload your presentation to a conference presentation file for the appropriate session room where you'll be able to access your presentation at the time of your concurrent session.

At your concurrent session

Remember the following:

- Arrive at your session 5-10 mins early so you can meet your fellow presenters and also introduce yourself to your session Chairs.

- Each concurrent session will be co-chaired by an adult and young person. Be respectful of both your chairs and their role in timekeeping and facilitating the session.

- Preferably only have one person present. If there are others involved in your work, maybe have them contribute to the question session at the end of your presentation.

- Remember to bring with your a brief biography, no more than two sentences about who you are and where you work. This will be provided to the chairs to introduce you.

- **Keep to time**. You will have 15 minutes to present and 5 minutes for questions. You will receive two time alerts, one at 5 minutes and one at two minutes.

- Be respectful of your fellow presenters and to the delegates by finishing on time.