

## 3<sup>rd</sup> International Youth Mental Health Conference

### Table Top Presentation Guidelines

#### Description

**Table tops act as a pathway for networking and sharing of information directly with delegates in an interactive setting.** Table Tops involve multiple presenters, with each presenter at a round table of up to 8 participants. Presentations will be a total of 10 minutes' duration, with five minutes to present, and five minutes for extension, adaptation and discussion of the presentation.

#### How it works

The room will hold between 11 to 15 tables (depending on the duration of the session) each with a table number allocated. Each table will have seats for up to 8 delegates and 1 speaker.

Each speaker will sit at a seat marked with a 'reserved for table top speaker' sign. There will be between 11 to 15 presenters in each session, to correlate with the number of tables.

The initial table you sit at is based on the number allocated by your name in the Conference Program.

Each presentation has been allocated 10 minutes. It is up to you how you wish to divide your 10 minutes between presenting and discussion time.

Once your 10 minutes is up, music will start playing and you will need to move to the next table number then repeat your presentation. If you are located on **Table 15** you move to **Table 1 and continue.**

Presenters will present approximately 7 to 8 times during a session, depending on the length of the session.

Only 1 speaker is able to present a table top. Dual presenters are not permitted.

#### What to Bring

What you bring with you needs to be easily moved from table to table in a short amount of time.

We encourage all presenters to provide visual aids such as folders, promotional material, handouts etc.

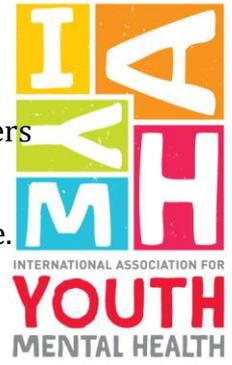
If you are using an electronic device such as an iPad or notebook, it will need to be cable free and have full charge. Power points will not be available to charge devices before, during or after the session. No caballing can be used during the session for the safety of presenters and delegates.



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It is recommended that business cards are readily made available by speakers for delegates.

Remember that your presentation should be short, engaging and interactive.



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