



Conference Presenter & Session Chair Guidelines

These guidelines apply to all presentation formats at the MMIRA2026 conference - poster presentations, condensed paper presentations, and interactive round-table sessions. Presenters and session chairs should read the relevant section(s) below carefully ahead of the conference.

1. General Requirements - All Presentation Formats

- ▶ All presentations must be delivered in person. Virtual or pre-recorded delivery is not supported.
- ▶ Every paper, poster, or round table must have a minimum of one (1) author present in the room to deliver the presentation and respond to questions.
- ▶ Presenters must check the conference program for their allocated timeslot and room and must arrive in the room at least 10 minutes before their session start time to test equipment and confirm they are set up and ready.
- ▶ Every presenter is required **to bring their presentation file with them, either loaded on their own laptop or on a USB stick**, in case of technical issues with venue equipment.
- ▶ It is strongly recommended that presenters bring their presentation in two formats: the original editable file (e.g. PowerPoint) plus a PDF version, as a backup in case of software or formatting compatibility issues.
- ▶ Torrens University classrooms are equipped with a large screen and a COW (Computer on Wheels) unit for presentation display with Windows or Mac operating systems.
- ▶ If you have any special requirements, encounter a conflict with your allocated timeslot, or anticipate any issue with your presentation format or delivery, please contact Conference Organisers as early as possible before the conference.



2. Poster Presentations

Poster sessions provide an informal, interactive setting for delegates to present their research visually and discuss it one-on-one or in small groups with attendees.

Format & Preparation

- ▶ Posters should be prepared in portrait orientation, A0 size (84.1 × 118.9 cm or 33.1 × 46.8 inches), and be legible from approximately 1–1.5 metres (39-59 inches) away.
- ▶ Bring your poster printed and ready to display; printing facilities are not guaranteed to be available on site.
- ▶ There are many large format printing facilities within Brisbane CBD and Fortitude Valley. We recommend the following here in Brisbane: Officeworks (quick walk-in service and long service hours), Snap Printing, Worldwide Printing Solutions.
- ▶ Posters will be displayed throughout the conference venue in high-visibility locations and mounted using a blue tag or milky tape to facilitate easy installation and removal without damaging walls or surfaces.
- ▶ Just in case, it is recommended to also bring a digital (PDF) copy of your poster on a USB stick or laptop in case a digital poster display is required.
- ▶ At the Poster session, you will be required to stand by your Poster so Conference participants can view your research and interact with you.
- ▶ You may wish to create a smaller version of your Poster as a handout with your contact details (including a QR code) and print it out beforehand or have a digital copy ready.
- ▶ Please note that the Conference Team will be unable to print any additional copies of your presentation on the day of the conference. It is the presenter's responsibility to prepare the printouts prior to the conference
- ▶ We encourage you to leave your poster on display for the duration of the entire conference, in a designated zone provided by the Conference Organising Team.

On the Day

- ▶ Please locate your assigned poster board on Level 1 and display your poster on Day 1 of the Conference: Monday, 24 August. We recommend completing your setup either before the Conference Opening Ceremony (before 13:30) or during the break (15:00-15:30) the latest.
- ▶ At least one author must be present at the poster for the full duration of the scheduled session to engage with delegates and answer questions.
- ▶ Presenters should be prepared to give a brief (2–3 minute) verbal summary of their research on request, followed by open discussion.
- ▶ The poster judges will ask each presenter one question, in addition to their 2–3-minute verbal summary.
- ▶ If you experience any issue setting up your poster or locating your board, contact your session chair or conference volunteers for assistance.
- ▶ We suggest generating a QR code that contains your contact information or links to your research, if applicable.



3. Condensed Paper Presentations

Condensed paper sessions allow authors to present a summary of their completed or near-completed research, followed by structured audience Q&A.

Session Structure

Segment	Duration	Notes
Presentation	15 minutes	Present the key research question, method, findings, and contribution. Keep to time -session chairs will enforce timing.
Q&A	5 minutes	Facilitated by the session chair; open floor for audience questions and discussion.

Presentation Tips

- ▶ Design your slides for a 15-minute delivery; as a guide, aim for no more than 12 slides.
- ▶ Rehearse your presentation in advance to ensure it comfortably fits within the allocated time, leaving room for the chair's introduction and any technical setup.
- ▶ Bring your slide file on a laptop or USB stick, plus a PDF backup, and arrive 10 minutes early to load and test your file on the room's COW (Computer of Wheels) unit.
- ▶ If your paper has multiple co-authors, agree beforehand on who will present and who will assist with Q&A.
- ▶ Sessions run back-to-back - punctuality is essential for all presenters in the session.

4. Research-in-Progress Interactive Sessions (Round Table)

Research-in-progress sessions are designed for early-stage or in-progress research, prioritising discussion and peer feedback over formal presentation. These sessions are conducted as interactive group discussions, where participants are encouraged to share ideas, ask questions, and contribute to the conversation, rather than simply listening to a presentation.

Segment	Duration	Notes
Presentation	10 minutes	Briefly outline your research aim, scope, research questions, intended approach/method, and the specific feedback or input you are seeking from the table.
Discussion	10 minutes	Open round table discussion facilitated by the session/table chair; all participants are encouraged to contribute feedback and questions.

Presentation Tips

- ▶ Come prepared with specific questions or challenges you would like the group's input on, to make the most of the discussion time.
- ▶ Prepare a short, informal set of slides or talking points- the emphasis is on discussion, not a polished formal presentation.
- ▶ As with all sessions, bring your material on a laptop or USB stick (plus PDF backup) and arrive 10 minutes early to set up on the COW unit.
- ▶ Sessions run back-to-back - punctuality is essential for all presenters in the session.



5. Instructions for Session Chairs only

Session chairs play a critical role in keeping sessions on time, professional, and welcoming for both presenters and delegates. Please review the following responsibilities ahead of your assigned session.

Before the Session

1. Arrive in your assigned room at least 15 minutes before the session start time - earlier than the presenters' required 10-minute arrival - to be ready to greet presenters and assist with setup.
2. Confirm attendance of all presenters listed in your session before it begins. If a presenter has not arrived, please notify the conference organisers and note the absence. Any no-show papers will need to be removed from the Conference Proceedings. It is important that presentations are delivered according to the published schedule. Delegates often move between concurrent sessions to attend specific papers, so scheduled time slots should be maintained. For example, if Paper 2 is a no-show, please leave that time slot vacant and do not commence Paper 3 until its scheduled start time. This may not be such an issue with RoundTable presentations where there will be more flexibility.
3. Confirm each presenter has a file on a USB that is loaded and displaying correctly on the room's COW (Computer on Wheels) unit and large screen before the session begins.
4. Familiarise yourself with the running order, timing allocations, and each presenter's title so introductions run smoothly.
5. In the room, you will find a designated Chair table with timing cards displaying 5-, and 2-minutes remaining. Please use these cards to provide presenters with clear visual cues about their remaining presentation time.

During the Session

1. Welcome delegates, introduce yourself, and briefly outline the session format and timing (e.g. 15 minutes presentation + 5 minutes Q&A, or 10 minutes presentation + 10 minutes discussion for round tables).
2. Introduce each presenter and their presentation title briefly before they begin.
3. Actively manage time- use the pre-printed timecards which will be provided at set intervals (e.g. 5 min, 2 min, and time's up) so presenters can pace themselves.
4. Facilitate the Q&A or discussion segment, inviting questions from the floor, managing speaking order, and ensuring the discussion stays within its allocated time.
5. Keep the overall session on schedule so that subsequent presenters and sessions in the room are not delayed and in accordance with the program.
6. If a technical difficulty arises with the COW unit, screen, or any other room equipment, do not attempt lengthy troubleshooting yourself during the session - locate a Torrens University on-campus staff member/usher for technical support as soon as possible, and, if needed, move to the next presenter while the issue is resolved.

At the End of the Session

1. Thank all presenters and delegates for their contributions and close the session on time.
2. Ensure delegates leave the room in the same order and condition in which they found it - this includes returning chairs/tables to their original layout, collecting any rubbish, and not switching off the COW unit or removing the pre-printed timecards.
3. Report any unresolved technical issues, equipment faults, or room condition concerns to Torrens University on-campus staff/ushers or the conference organising team before leaving.

If You Need Help

- ▶ For any technical difficulty during your session, seek out Torrens University on-campus staff/ushers for immediate assistance.
- ▶ For any other issue - including presenter no-shows, timing conflicts, please contact the conference organising team as soon as possible: MMIRAconference2026@torrens.edu.au