

Reproductive Rights and Abortion Conference 2026 Workshop Guidelines

Thank you for presenting at RRAA 2026. This guide has everything you need to prepare and present with confidence. Please read it carefully before the conference.

KEY DATES AT A GLANCE

Milestone	Date
Presentation slides due	1 August 2026
Conference dates	3–5 September 2026

WORKSHOP PRESENTER GUIDE

This guide covers what we need from you on the day, so your session runs smoothly and the program stays on track for everyone.

PRIOR TO THE CONFERENCE

- Submit your presentation slides to events@childrenbychoice.org.au by 1 August 2026. Please also notify if you DON'T have any slides for your session by this date so we can make note.
- Please refer to our language guide wherever possible and ensure terminology is inclusive, respectful and trauma-informed.

BEFORE YOUR SESSION

Arrive at your room at least 10 minutes before your start time, so you have time to set up and settle in. Bring everything you need to run the workshop. **We won't have spare equipment, handouts, or materials on hand, so double-check your bag before you leave home.**

- Do a quick check of the room. Confirm any tech (projector, mic, screen) is working before your audience arrives, and know where the power points are if you need them.
- If something isn't working or isn't set up as expected, flag it with the event team straight away rather than trying to fix it mid-session.

DURING YOUR SESSION

- Start and finish on time, exactly as listed in the program. Other sessions and room changeovers depend on this, so please don't run over even if the conversation is flowing.
- Keep an eye on the clock throughout, not just at the start. Build in a buffer for questions so you're not rushing the close.
- Stick to the workshop title and description as registered in the program. If your session has shifted since submission, let us know beforehand rather than on the day.

AFTER YOUR SESSION

- Pack down and reset the room so it's exactly how you found it, ready for the next presenter. This includes furniture, whiteboards, and any props or resources you used.
- Take all your materials, equipment, and rubbish with you when you go. Nothing should be left behind for the next group or the venue team.

AV AND EQUIPMENT

- All rooms have a computer and multimedia projector.
- Additional equipment are not available by default — request these in advance if needed. Requests are subject to availability.

Quick checklist

- ☐ Session materials, handouts, and equipment
- ☐ Laptop, adapters
- ☐ Backup copy of your slides (USB or cloud link)
- ☐ Water and anything else you need to be comfortable

On the day

- ☐ Room and session times
- ☐ Need help on the day? See the Children by Choice staff at the stall or registration desk.

Questions? Contact the conference team at events@childrenbychoice.org.au
We look forward to seeing you in Brisbane.