

Starship Wednesday Paediatric Update

Every Wednesday from 8-9am

Guide for presenters

Thank you for participating in our Starship weekly Updates. Please use this guide to assist in your preparation.

Time

The sessions run from 8-9am. Please arrive 10 minutes early so we can set up your talk and familiarise you with the equipment. We try to start as close to 8am as we can, and leave 10-15 minutes for questions at the end so that people can get away to their 9am clinics on time.

Audience

The potential audience for the Updates includes paediatric generalists, specialists, and extended multi-disciplinary teams locally and around the country (via videoconferencing).

Format

The usual format is a PowerPoint presentation however the format for these sessions is flexible. Please let me know if you have any specific requests or ideas.

Equipment

Please bring your presentation on a USB flash drive. We have a PC with PowerPoint, a projector, and videoconferencing facilities. We link up via the "Telepaeds" network with paediatric departments around the country who dial in to view the presentation. **If you need to use a pointer, please use the mouse** – a laser pointer is not visible to our remote audience.

Interactions with remote audience

Please repeat questions from the local audience for the benefit of our remote participants as the microphone does not transmit local audience questions.

Session recordings

We may have the facility to record your talk so that those unable to attend the Update can view the talk at a later time. **If you do not wish your talk to be recorded please let me know.**

Location

See next page.

Questions?

If you have any questions please contact:
Susan Cato-Symonds, Starship Children's Health
SusanCS@adhb.govt.nz

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Location

The usual location for presentations is the Big Rangitoto Room, Level 3, LabPlus Building (red arrow on map). Once you enter the building there are signs pointing you to the Rangitoto meeting rooms. **We will use the Big Rangitoto Room unless you are notified otherwise.**

We sometimes use the Clinical Education Centre, Level 5 Main Building, Auckland City Hospital (blue arrow on map).

