

Learning Lab Briefing

The following Learning Lab guidelines are a condition of presentation within the *ADX20 Sydney* Learning Labs. They have been prepared to ensure a smooth operation of presentations within the Learning Labs.

Preparation

Submit your presentation slide deck to exhibitions@adia.org.au by 28 February 2020. We recommend that any video be embedded to reduce the risk of technical hitches. Check your presentation on the morning of the event. AV support is available by speaking with the ADIA staff in the Learning Lab or by calling the phone number provided on the lectern.

You will be sent a full schedule of all presentations including the Lab location. Check your location so you know where to go. *ADX20 Sydney* is a big space! We recommend arriving 10 minutes early to be sure you can use your full presentation time.

Presentation: be respectful of your fellow presenters

Each presentation is for 45 minute including question time. The 15 minutes between presentations will be used to refresh the room. Therefore, please keep to time to allow sufficient time to turn the room around between sessions. If you wish to continue any conversations with attendees past your allotted time, please do so at your booth or in one of the other seated areas such as the cafés.

Learning Labs are available for private hire out of hours. Please do not leave any materials in the Learning Lab after your presentation. Any remaining items will be disposed of, and any costs will be passed on to you.

AV Technology

The Silent Sounds headphone system will be provided within Learning Labs for your presentation. As you speak into the provided microphone, the audio will be transmitted to the headphones. This will ensure that your attendees can more clearly hear you amid the background noise of *ADX20 Sydney*. Your presentation will be pre-loaded for presentation.

Learning Lab space

Learning Lab spaces are designed to stand out and make them easy to find. They feel enclosed, but remain open to minimise disruption from latecomers and to encourage passers-by to stop and listen, even partway through your presentation.

CPD

Depending on your topic, your Learning Lab may be able contribute to Dental Board of Australia CPD requirements for dentists, dental therapists, dental hygienists, dental specialists, oral health therapists and dental prosthetists. The Australian Dental Board [Guidelines for CPD](#) state:

“You may spend a maximum of 12 hours (20 per cent) on non-scientific activities within the [three-year CPD] cycle. . . . Non-scientific activities are those that are indirectly related to but supportive of dental care, and include courses about practice management. Subjects that relate to a dental practitioner’s financial wellbeing (such as marketing or personal finance) would be considered non-scientific. The activities need to contribute to the maintenance and enhancement of your knowledge, skills and performance of oral health care.”

Attendee contact details

Contact details of attendees will not be provided to you. If you wish to collect contact details, we recommend you arrange for a colleague to capture name badge QR codes as visitors arrive & depart, or you could circulate a sign-up / Q&A / follow-up sheet or collect business cards throughout the session. If your presentation could be eligible to provide non-scientific CPD, you will need to collect attendee details so you can send them a CPD certificate. This can be another incentive for attendees to provide their contact details.

If you would like to book a Learning Lab for a private function exclusive to you and your guests, or if you have any questions about your Learning Lab booking or presentation, please contact Nikki Kelso nikki.kelso@adia.org.au or 1300 943 094. If you experience any issues during the event, please advise ADIA staff on 0409 601 101.