

WFOT Congress 2026

9-12 FEBRUARY

BANGKOK, THAILAND

Research Institute



Presenter Guidelines

World Federation of Occupational Therapists

19th WFOT Congress 2026 | 9-12 February 2026 | Bangkok, Thailand

WFOT 2026 Congress Office:

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Introduction

The WFOT Congress Committee thanks you for accepting the invitation to present at the upcoming 19th World Federation of Occupational Therapists Congress, from 9-12 February 2026 at the Bangkok International Trade & Exhibition Centre (BITEC) in Bangkok, Thailand. Your participation is an important contribution to occupational therapy around the world and a great way to share your expertise with your peers and colleagues. This document has been prepared to help you develop and present a successful presentation at WFOT 2026.

The **Three Minute Thesis** session celebrates the exciting research conducted by Doctor of Philosophy students. Developed by The University of Queensland, Australia, it cultivates students' academic, presentation, and research communication skills. These sessions support your capacity to effectively explain your research in three minutes, in a language appropriate to a non-specialist audience. A certificate will be offered for the best presentation/s by a panel of judges.

Checklist

Due Date	
25 October 2025	Register and pay registration fees (you must register and pay by the due date to remain in the program)
12 January 2025	Advise/request special audio-visual requirements (if required) to evan@glidingwingsproductions.com.au
26 January 2025 <i>The portal will close 48 hours prior to the Congress</i>	Upload your PowerPoint presentation to the Speaker Presentation Upload portal at: https://form.jotform.com/253261986153866
Bring to Congress	Back-up a copy of your PPT file on a USB or access to is via the cloud and bring along with you onsite <i>*Note: USBs will NOT be accepted in the session rooms</i>
Please visit the Speaker Preparation Room (no later than 2 hours prior to your session) to check your presentation with the technicians in the Speaker Preparation Room	

Registration

All presenters must have registered and paid the applicable registration fees prior to the Congress to remain in the programme. Speakers who fail to pay registration fees risk being removed from the programme at the discretion of the Programme Committee.

There is no reduced registration fee for presenters. Please go to the Registration page on the Congress website at <https://wfotcongress2026.org> to register.

About your Presentation

Presentation Length

The 3 Minute Thesis presentations will be strictly timed by the Session Chair. There will be electronic timers as well as a bell to let you know when your time limit is approaching and when you must stop speaking. Your presentation should describe the content of your accepted abstract. Please practice your presentation and ensure that you don't speak longer than your allotted time.

Type	Presentation	Q&A	Total	
Research Institute – 3 Minute Thesis <i>*one presenter per presentation</i>	3 mins	6 min group Q&A after 6 presentations	3 mins	3 slides (excluding title slide) *Please ensure your title slide has your full name, School, Faculty, University, supervisors names and presentation title

Presentation Format

The Congress audio visual will use Microsoft Office PowerPoint.

- 3 static PowerPoint slides. No slide transitions, animations or 'movement' of any description is allowed.
- No additional electronic media or props are permitted
- Presentations are limited to 3 minutes maximum

Disclosure

Disclosures must be displayed at the bottom of the first slide. For example: 'Supported by a grant from...', or 'No financial disclosures'.

Screen Size

The aspect ratio of the PowerPoint presentation should be **16:9**. (This is a setting in Microsoft PowerPoint). Newer versions of PowerPoint have the slide size under Design > Slide Size.

MAC Users

If your presentation was created on a MAC and converted to run on a PC in PowerPoint, please make sure you send all custom fonts if any. Sometimes formatting may be affected so please ensure this is checked by our technical team. If you require assistance with the file conversion or formatting, please send request to evan@glidingwingsproductions.com.au

Sending Your Presentation to the AV Team Prior to the Congress

Gliding Wings Productions will handle all speaker preparation requirements for the WFOT Congress. Please prepare your PowerPoint presentation in 16:9 screen size, label the presentation in this format:

Speaker full name_day_time and upload the file by 26 January 2026.

Our online portal will close 48 hours before the event. Any changes to your presentation must be made in the speaker preparation room no later than 2 hours before your session start time.

[**Click here to submit your PowerPoint presentation**](#)

*Note: this is set up to receive files up to 1GB, please email us if your file size is larger than this with a link to your presentation via your preferred cloud service. Your presentation/s will be checked for technical aspects prior to arriving onsite at the Congress. If you require any technical assistance at the Congress, the AV team can assist you.

Audio Visual and Presentation Area Set Up

The Research Institute 3 Minute Thesis Sessions will be set up in a concurrent room with theatre style seating. Standard equipment will include:

- 1 Lectern
- Q&A Microphones
- Data projection equipment including computer (PC) equipped with Microsoft Office, PowerPoint, computer audio, projection screen and clickers.

When you go up on stage, you will see your name and presentation title on the screen at the lectern. Click on this and it will open your presentation. A clicker will be provided to forward your slides.

Speaker Preparation Room

All speakers are required to check in at the Speakers' Preparation room at least 2 hours prior to their session, or the day prior.

This will ensure their presentation can be opened and loaded onto the Congress computer system. Desktop PCs will be available for final adjustments and updated files can be re-submitted at this stage. A dedicated technician will be available if you require assistance.

The Speakers' Preparation Room is located in **Speaker Room 1 at Bhiraaj Halls** and will be open during the following times:

Monday 9 February	07:00 – 17:00
Tuesday 10 February	07:00 – 17:00
Wednesday 11 February	07:00 – 17:00
Thursday 12 February	07:00 – 17:00

Session Chairs

Please be at your appointed session area at least 10 minutes before your session to meet with the Session Chair and discuss with them and fellow presenters how the session will run.

You may want to:

- Learn how to use the AV equipment
- Note the method that the Chair will use to indicate that your time limit is up
- Note that 6 min group discussions are to be held after 6 presentations

Programme

The programme is available on the Congress website at: <https://wfotcongress2026.org/programme/>

Please check your session date, time and location.

Scheduling Conflicts

Please contact the Congress Office immediately to advise of any conflicts in scheduling. Requests for changes must be made in writing and as soon as possible.

Note: All requests will be forwarded to the Programme Committee for due consideration, but we cannot guarantee that a change can be made once the program is finalised.

Withdrawal Policy

If you choose to withdraw your presentation, please inform the Congress Office in writing immediately.

A withdrawn presentation will not be reinstated.

Judging Criteria

3MT presentations will be judged by a panel of judges and certificates will be issued to 2 presenters (1 in each Research Institute session).

Comprehension and Content

- Presentation provides clear motivation, background, and significance to the research question;
- Presentation clearly describes the research strategy/design and the results/findings of the research; and
- Presentation clearly describes the conclusions, outcomes and impact of the research.

Engagement and Communication

- The oration is to be delivered clearly, and the language to be appropriate for a non-specialist audience
- The PowerPoint slides are well-defined and enhance the presentation
- The presenter conveys enthusiasm for their research and captures and maintains the audience's attention

Photography and Filming

There will be a photographer and videographer present over the course of the Congress capturing images and video footage. Any images/videos will be retained by WFOT and Think Business Events for website, archival and Congress promotion purposes. If you have any concerns with your image/video footage being taken, please advise the Congress Office by email at WFOT@thinkbusinessevents.com.au prior to the Congress.

Uploading of presentations (PDF) to WFOT website

PowerPoint presentations may be converted to PDF and uploaded to the WFOT website post Congress. If you do not want your presentation uploaded to the WFOT website post Congress, please advise via the Speaker Presentation Upload Form or send an email to WFOT@thinkbusinessevents.com.au by Monday 2nd February 2026.

Further Information

If you require any further information about registration, programme or venue, please visit the Congress website or contact the WFOT Congress Office:

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