

WFOT Congress 2026



9-12 FEBRUARY

BANGKOK, THAILAND

Lightning Talk 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.

Checklist

Due Date	
30 November 2025	Register and pay registration fees (you must register and pay by the due date to remain in the programme)
12 January 2025	Advise/request special audio-visual requirements (if required) to evan@glidingwingsproductions.com.au
26 January 2025	Upload your PowerPoint to the Speaker Presentation Upload portal at: https://form.jotform.com/253262581243858
Bring to Congress	Back-up a copy of your PPT file on a USB or access 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.

*Note: The submitting author of the abstract is responsible for notifying presenters about registration information.

About your Presentation

Presentation Length

The Lightning Talk Presentations will be strictly timed by the Session Chair. A bell will be used 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
Lightning Talk <i>*One presenter per presentation</i>	3 mins	1 min	4 mins

Presentation Format

The Congress audio visual will use Microsoft Office PowerPoint.

You must prepare your PowerPoint as per below:

- **PORTRAIT ORIENTATION**
- Maximum 3 slides
- Dimensions are 1080x1920pixels, or select portrait 9:16
- To create a PP slide, go to the 'Design' tab, and select 'Slide size'



A recommended template has been provided on the Congress website.

Disclosure

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

Video Clips and Photos

- Any video clips within your presentation are to be in an **MP4** format or a format that is playable in PowerPoint.
- Please check that the video has been tested before the presentation to ensure it loads quickly enough during the presentation.
- YouTube or similar links to online videos will need to be downloaded **before** the event as the Wi-Fi is not stable enough to play them. Please inform us when submitting your presentation to our upload portal in the notes section if you have any links to YouTube or similar so we can help you download the videos and embed them within your PowerPoint presentation.
- Please bring all videos in separate files that are embedded in your PowerPoint on a USB or have access to them on the cloud in case any problems occur. Please make sure you advise our technical team in the speaker's preparation room or when submitting your PowerPoint if you have any videos and what slide they are on so we can test them for you.
- Presenters may use images in their presentations, where relevant. It is the presenters' responsibility to ensure they have the copyright to use the images and materials associated with their presentation.

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.

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.

Upload to ePoster Portal – optional

In addition to the preparation of the 3 PowerPoint slides for your Lightning Talk, you are welcome to convert your PowerPoint slides to **pdf** and upload to the abstract submission software as an ePoster. Please view the **ePoster Presenter Guidelines** for further information.

Audio Visual and Presentation Area Set Up

The Lightning Talk Sessions will be set up with theatre style seating in 2 areas in the Bhiraj Hall Concourse. Standard equipment will include:

- 1 Lectern
- Q&A Microphones
- 1x Portrait mounted TV screen
- 1x Remote mouse clicker
- 1x Windows laptop situated at the lectern

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 Bhiraj Halls** and will be open during the following times:

Monday 9 February	15:00 – 17:00
Tuesday 10 February	07:00 – 17:00
Wednesday 11 February	07:00 – 17:00
Thursday 12 February	07:00 – 15:00

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 discussions are to be held at the end of each presentation, within the 1-minute time limit

Programme

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

Please check your session date, time and room. Only authors or co-authors can present at the Congress. If you are not a listed co-author and are presenting on behalf of one of the authors, please contact the Congress Office for prior approval from the Programme Committee.

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.

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

Withdrawals Policy

If you choose to withdraw your presentation, please inform the Congress Office in writing immediately. The designated contact person is responsible for notifying all co-presenters and co-authors about the presentation being withdrawn.

A withdrawn presentation will not be reinstated.

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 2 February 2026.

Handouts

If you wish to provide materials for delegates at the Congress, consider going green! We recommend creating a QR code that you can display within your presentation that sends the reader to your prepared document.

Alternatively, you can prepare a pdf document and email it to the Congress Office so it can be linked to your session in the Congress App. There will be no printing or copying facilities onsite.

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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