

WFOT Congress 2026



9-12 FEBRUARY

BANGKOK, THAILAND

Oral Presenter Guidelines

World Federation of Occupational Therapists

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

WFOT 2026 Congress Office:

Think Business Events

Level 1, 4 Anderson St, Port Melbourne, Victoria 3207 AUSTRALIA

P + 61 3 9417 1350

E: WFOT@thinkbusinessevents.com.au

W: wfotcongress2026.org

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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	
25 October 2025	Register and pay registration fees (you must register and pay by the due date to remain in the program)
12 January 2026	Advise/request special audio-visual requirements (if required) to evan@glidingwingsproductions.com.au
26 January 2026 <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 it 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 (minimum 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 Oral 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	Slides
Oral Presentations	10 mins	2 mins	12 mins	10 (recommended, excluding title slide) *Please ensure your title slide has your name, all authors and affiliations and presentation title

Presentation Format

The Congress audio visual will use Microsoft Office PowerPoint on a Windows PC.

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.

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 2026.

[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 Room Set Up

The session room will be set up with theatre style seating. Standard equipment will include:

- 1x Lectern
- 2x Q&A Microphones
- Panel table microphones
- 1x 24" Presenter view foldback monitor (notes view) at the lectern for the presenter to see the current slide next slide and notes.
- 1x 55" Vision Foldback monitor for the panel to see the slides
- 1x Remote mouse clicker to advance the slides
- Windows PC running Microsoft PowerPoint
- Data projection

Any requirements beyond the standard audio-visual equipment provided, please email your request to Gliding Wings Productions at evan@glidingwingsproductions.com.au by 9 January. Requests cannot be guaranteed after this date.

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 the appointed session room 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. Please introduce yourself to the AV technician in the room.

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 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.

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 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 2nd February 2026.

Handouts

If you wish to provide materials for delegates at the Congress, consider going green! 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 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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