

PRESENTER GUIDELINES

Standard (20min) papers

- Papers have been organised into panels of 2-3 papers on similar themes. Each panel will have a Chair and a Producer. We will put you in touch with your Chair and Producer in due course to agree the exact format of your panel, including the order of papers.
- Your presentation should be an absolute maximum of 20 minutes. An additional 10 minutes is allowed per speaker for questions.

Curated (90min) session

- We have assumed you will be chairing your own session. We will provide a Producer who will handle the technical side of your session. We will put you in touch with your Producer in due course.
- Your total session including all presentations and Q&A must be no more than 90 minutes long.
- If you would like assistance or feedback regarding the design of your session, please be in touch with our Creative Facilitator Mary Robson. mary.robson@durham.ac.uk

PowerPoint guidelines

- If you wish to use visuals, please prepare them in PowerPoint if possible. We recommend no more than 1 slide per minute of presentation time.
- Please include a slide at the start and end of your presentation giving your name, affiliation, and any contact details you wish to share.
- Please do not include a slide of references.
- To make your PowerPoint more accessible, please:
 - Use sans serif fonts (e.g. Ariel or Calibri, rather than Times New Roman)
 - Give every slide a clear, unique title
 - Text should be no smaller than 20pt and should match what you are saying
 - Include alt text with images
 - Ensure good colour contrast, particularly between the text and background
 - For more advice on accessibility click here: [Making your Presentation Accessible](#)

Before your session

- We encourage you to rehearse to boost your confidence and to ensure your session runs to time.
- You can record a video of your presentation if you wish, but you must be present on the day to introduce it and take questions afterwards.
- As a back-up, please send a copy of your presentation to your Producer at least 24h beforehand.
- We will send you the Zoom link at least 24h before your session, but you can also join directly from the listing on the congress website too – click on the ‘location’ pin

On the day

- Please join the Zoom call at least 15 minutes before the session start time for a technical check.
- You will be invited to share your screen when you are presenting. If this is not possible, the Producer can screen share on your behalf. This can be arranged on the day.
- As a courtesy to the other speakers and to address any questions, please stay on the call for the full panel, not just your presentation.