Guidelines for Oral Presenters

<u>Presenting Guidelines</u>

Each parallel session is 90 minutes in length and will have 5 speakers. Each session will be assigned a chair who will be listed in the conference programme.

Your talk should last no more than 15 minutes in length. If you do go over your 15 minutes then the Chair of the session will stand up to indicate you must end your talk. There will be time for questions at the end of the session and your Chair will pick these from the attendees. The conference has a very busy programme, and we will help you to keep on time as over-running impacts on other presenters and the programme overall.

Talks should be presented in English. Please remember that you will be speaking to an audience that may not have English as a first language, and you should pace yourself accordingly.

Please note that you do not have to use a PowerPoint (or other) presentation and can chose to focus on a verbal presentation, if this suits your presentation style and topic.

All rooms will have a laptop, screen and projector and there are technical staff and members of the local organising committee on hand to help with any technical issues. If you encounter a problem and there isn't a technician in your room come to the registration desk and someone will help you out.

<u>Your Presentation</u>

If you are using a presentation, please upload it by **5pm BST 31 March 2026** via the **UPLOAD PORTAL** please entitle your presentation as follows:

ECSWR Oral: ABSTRACT NUMBER - YOUR FULL NAME

Presentations should be no more than 5MBs so please compress your file if need be. We will pre-load presentations onto the laptops being used at the conference. PLEASE NOTE: presentations sent after this time will not be pre-uploaded. You should also bring a copy of your presentation on USB, just to be on the safe side.

If you don't provide your presentation before the deadline please make sure you upload it to the appropriate folder, on the laptop in the room being used for your presentation, at the latest at the break prior to your session. This is your own responsibility. All presentations provided by the deadline will be pre-uploaded.

Please consider the following accessibility guidelines:

- It is recommended that in PowerPoint you use the widescreen (16:9) slide size.
- The amount of text per slide should be limited to allow for increased font size and to allow time for all delegates to read content. Connected to this point, be aware that neurodiverse delegates may need longer to read content.
- All conference rooms will have access to a laptop or PC which can accommodate most formats of PowerPoint. Technicians will be on hand to help you upload your presentation <u>if required</u>.

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- All conference rooms will have access to a laptop or PC which can accommodate most formats of PowerPoint.
- Technicians will be on hand to help you upload your presentation if required.
- Please see our quick guidelines on making accessible PowerPoint Presentations
- If you are using alternative presentation software let us know and we can test it will work in advance. Please arrive in good time for your session to meet the chair and other speakers in your session.

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For any other information on the conference please consult the <u>conference website</u> or email <u>cpdservices@abdn.ac.uk</u> with the subject header **ECSWR 2026: Oral Question**