



Guidelines for Workshop Presenters and Symposia Chairs

Presenting Guidelines

Each parallel session is 90 minutes in length and workshops and symposia are allocated the full 90 minutes, but must not exceed this time.

Symposia chairs will be responsible for managing their sessions – it is anticipated that these sessions will run along similar lines to standard Oral Sessions.

Workshop leaders will be responsible for managing their sessions – it is anticipated that these will be more interactive in nature than standard sessions. If you need a particular set up or room layout for your session please email cpdservices@abdn.ac.uk with the subject line **ECSWR 2027 WORKSHOP SETUP**, and include your workshop number and session time. We will do our best to meet your needs but cannot guarantee this.

All sessions 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.

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.

Your Presentation

If you are using presentations, please upload them by **5pm BST 31 March 2026** via the [UPLOAD PORTAL](#) please entitle your presentation as follows:

ECSWR symposium: 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 if required.

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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 [conference website](#) or email cpdservices@abdn.ac.uk with the subject header **ECSWR 2026: symposium Question or ECSWR 2026: workshop Question**