



# ICN NP / APN Network Conference



9 - 12 SEPTEMBER 2024 - ABERDEEN, SCOTLAND

## Presenter Guidelines

Congratulations on being selected for a **clinical workshop** at the 13th International Council of Nurses Nurse Practitioner / Advanced Practice Nurse Network Conference, being held on 9 - 12 September 2024, at P&J Live Aberdeen TECA, Aberdeen, UK. Please take the time to look at the **clinical workshop** guidance below.

Firstly, if you haven't already done so, don't forget to register for the conference! If your colleague is presenting with you make sure they also register to attend the conference.

You can register here: [www.delegate-reg.co.uk/icn-npapn-2024/registration](http://www.delegate-reg.co.uk/icn-npapn-2024/registration)

All rooms are equipped with a comfort monitor and lectern.

### Preparing your presentation

**Presentation format:** Clinical Workshops are allocated **1 hour** in the programme. Please refer to the **online programme** for your allocated time slot. Please note, some clinical workshop sessions are immediately followed by oral presentation, specified on the programme where applicable.

**Slide Size** - PowerPoint presentations should use a '**Widescreen (16:9)**' format for optimal display at the event (go to Design tab then Slide Size. On the dropdown menu, select '**Widescreen (16:9)**').

Please note, to ensure there is no delay between presentations you will **not** be able to use your own laptop for your presentation.

### **Presentations must be written and delivered in English.**

For many delegates, English may not be their primary language and there may be members of your audience who have seen or unseen disabilities so please be mindful of this when creating your presentation. Suggestions to make your presentation inclusive are (but not limited to):

- Limit the amount of text on each slide
- Minimise the number of slides and animations used
- Use a large, simple/standard font (e.g., Arial, Verdana, Helvetica) that can be easily read
- Avoid certain colour combinations that can be difficult to read (such as red and green, brown and green, purple and blue, etc.)
- Use a light coloured background (not white) where possible, white can be dazzling
- If graphs, table and images are used, ensure these are legible from a distance
- If videos are used, ensure English captions are used

### Submitting your presentation

Please send your presentation in the original format (not PDF) to [npapn@kc-jones.co.uk](mailto:npapn@kc-jones.co.uk) by **Monday 2 September 2024** so we can upload all PowerPoint presentations to ensure there are no technical issues on the day.

If you have film or video clips embedded in your presentation, please also supply any film or video as separate files in .WMV, .MOV or .MP4 formats.

**Quick tip:** Please make sure you save your presentation in a file with your name as the title and your session (1.1, 2.1 etc.).

Copyrighted footage - If film clips that feature copyrighted footage (such as commercial TV productions/adverts, or feature commercial music) are to be used, then the appropriate permissions from the copyright holders should be provided to enable the clips to be played and prevent falling foul of the Performing Rights Society (PRS) and Mechanical Copyright Protection Society (MCPS).

A speaker-ready room will be available for you at P&J Live TECA, in order for you to check your presentation slides.

You may also want to bring handouts with your details and a summary of your presentation to give to interested delegates after your talk. Unfortunately, the organisers are unable to print anything for you.

Event Enquiry Line: 01332 947070

Email Address: [npapn@kc-jones.co.uk](mailto:npapn@kc-jones.co.uk)

### Delivering your presentation

Please ensure you arrive to your presenting room in plenty of time.

At the end of your session please make sure you take all your materials with you and leave the room ready for the next presenters.

### Sharing your presentation after the Conference

Please note that all presentations will be shared as a PDF, through a download link, after the conference automatically. If you do **not** want your presentation to be shared in this way, please state this to the organisers when you send your presentation.

We look forward to welcoming you in September and hearing more about your research!