



## **Guidelines for Oral Presentations**

### General

Thank you for contributing to the 10<sup>th</sup> SEAA Conference.

A draft programme will be available soon on the conference website.

### Presenting Guidelines

The conference has parallel presentation sessions beginning at 9:20 and 14:00. These will vary in length depending on the number of speakers in the session. Each session has an organizer who will chair the session.

Your talk should last no more than 20 minutes, 15 minutes in length leaving 5 minutes for questions and discussion.

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 show a presentation (e.g. PowerPoint) and can choose to focus on a verbal presentation – if this suits your presentation style and topic.

We have a very busy programme and we will help you to keep on time as over-running impacts on other presenters and the programme overall.

All rooms will have a PC, screen and projector and there are instructions on how to log into the computer and use the facilities in each room. If you encounter difficulties, please contact the registration desk and members of the local organising committee on hand to help with any technical issues.

## Your Presentation

If you are using a presentation please bring it on a USB and work with the session chair to upload your presentation to the conference room PC . Please make sure you upload your presentation ahead of your session and that you arrive at least 10 minutes before the start of the session, to meet the chair and other session presenters.

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. Be aware that neurodiverse delegates may need longer to read content.
- All conference rooms will have access to a PC which can accommodate most formats of PowerPoint. Members of the local team 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.

For any other information on the conference please email [cpdservices@abdn.ac.uk](mailto:cpdservices@abdn.ac.uk)