



Instructions for Oral Presenters

Guidance for keynote presentations

Keynote presentations are longer orals allowing 20 minutes for presentation, and 5 minutes for discussion, and are designed to allow a more broad discussion of a subject area. However, please do stick to the allotted time as Chairs will still be strict with time-keeping for these longer presentations.

Guidance for 15 minute oral presentations

Fifteen minute slots are split into 12 minutes for presenting and 3 minutes for questions. Please practice your talks to ensure that you can present the material in the time given as Chairs will be strict to prevent talks over-running. As a guide approximately 1 slide per minute of presentation should be the aim.

Guidance for 5 minute oral presentations

Five minute presentations are limited to 4 minutes for presenting and 1 minute for questions. These talks are also limited to a maximum of 4 slides only, and should be used to give one key result or message. Please do not attempt to give a 15 minute talk in 5 minutes!

General guidance

Presentations should be prepared in Powerpoint, other formats will not be supported. Presentations should be saved to a USB or other portable format and handed in at the Speaker Preparation Room preferably the day before presentation. Use of personal computers will not be permitted. If you have videos in your presentation we strongly advise that you upload and test your presentation well before your slot in the Programme.

Tips for effective presentations

1. Titles should be 35 – 45 points – make sure each slide has one. Short, concise titles are best.
2. Use 24 point fonts or larger for body copy.
3. Contrast title and body text by colour and font size.
4. Do not use bold, italic and all capital letters too much, italics can be hard to read.
5. Make sure charts stand on their own and can be understood
6. Sans serif fonts maximise clarity
7. As a guide: 6 words per bullet, 6 bullets/lines per slide
8. Keep the colour scheme the same throughout the presentation

9. Include graphics to give readers a break from all the text

10. Keep fonts, bullets, colour, and graphics consistent in the presentation

Practice your talk, especially with colleagues, for timing and clarity