



iJADE Conference 2025 | Ecologies

Guidelines for presenters

The guidance below is intended for both experienced and new presenters. Please read through carefully to ensure the smooth running of Parallel Sessions during the conference.

Online presentations | Thursday 6 November 2025

Preparing and giving your presentation

When giving your presentation, you may find the following suggestions useful:

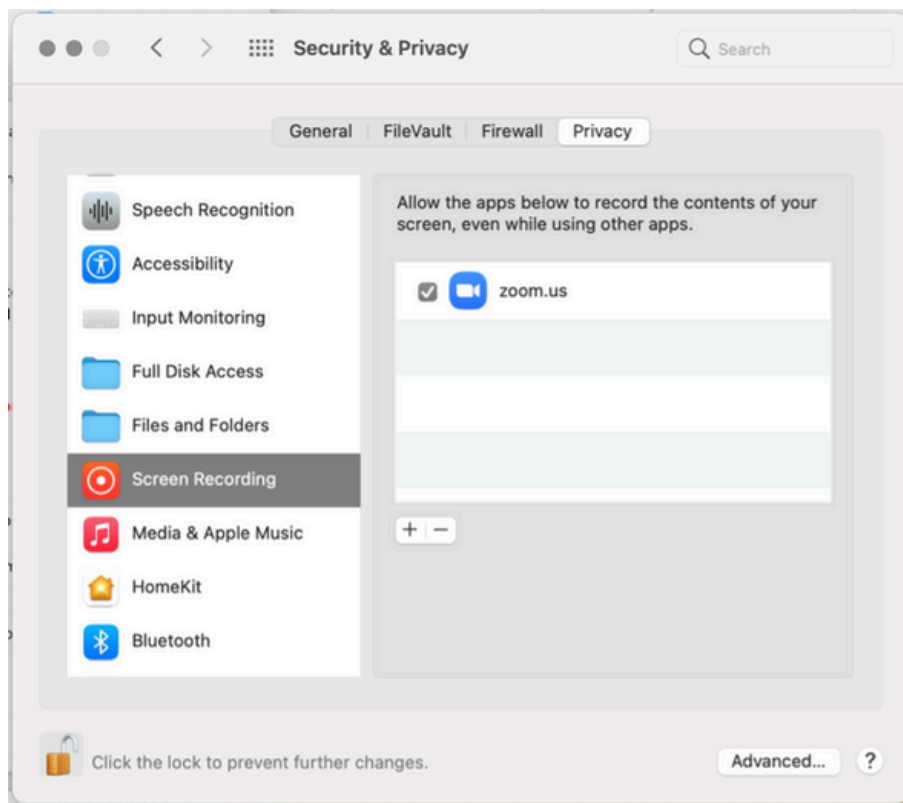
- Each presenter/paper has a 28-30 minute slot: approx. 20 minutes for the presentation and 8 minutes for questions. You may prefer to shorten your paper to allow for more questions.
- Please note that the sessions only allow for a two-minute changeover time between speakers, so you will need to be prepared for a quick handover.
- Keep the number of slides manageable (you are unlikely to be able to use 30 slides in a 20-minute presentation) and keep the amount of information on each slide succinct and relevant for your audience. As a general rule, the font should be at least 18-point and animations or transitions should not be distracting or hinder the legibility of the text.
- If you plan to show images in your presentations, please provide a short audio description.
- Session Chairs will be asked to keep a tight rein on time to ensure a fair distribution between presenters. Please ensure you rehearse and check the time of your presentation prior to the conference. We recommend keeping a clock or watch next to you during your presentation so you can see how much time you have remaining.
- To engage your audience, please ensure your presentation is specific to the iJADE conference theme (Ecologies) rather than using a presentation you have previously prepared for another event.

Sharing presentations and videos

Prior to the conference, please test your presentation and check the settings for video and audio sharing through Zoom.

In particular, Mac users may have to set permissions to share their screen via System Preferences:


‘System Preferences’ > ‘Security & Privacy’ > select the ‘Privacy’ tab > select ‘Screen Recording’ in the left-hand menu > Select ‘zoom.us’ (this may appear automatically or click on the + button to search for an app)



In the break prior to your session, please check that your presentation is open on your computer and functioning properly. As previously mentioned, sessions will run on a tight schedule, and we request your cooperation in keeping delays to a minimum.


Sharing a PowerPoint presentation in Zoom

1. Before the session, open the PowerPoint file you want to present. Nothing else should be open on your Desktop.
2. Join the correct breakout room in the Zoom meeting - you will be notified of the breakout room for your presentation ahead of the conference.

- 
3. Do not start screen sharing until instructed to by your Session Chair. When the Session Chair invites you to begin your presentation, click 'Share Screen' in the meeting controls.
 4. Select 'Desktop' or the specific window you would like to share, then click 'Share'.
 5. The green border around your screen indicates that screen sharing has begun. A screen sharing menu bar will be available at the top of your screen- if you cannot see this, move the mouse to hover in this area for it to appear.
 6. You can present your PowerPoint as you would normally, by clicking the 'Slide Show' menu tab > select 'From Beginning' or 'From Current Slide'.
 7. At the end of your presentation, remember to click 'Stop Share'.
 8. The Session Chair will then moderate a brief Q&A with the delegates in your session.

Sharing videos in Zoom

1. Before the session, navigate to the video you wish to share and keep the file folder or web page ready. Nothing else should be open on your Desktop.
2. Join the correct breakout room in the Zoom meeting - you will be notified of the breakout room for your presentation ahead of the conference.
3. Do not start screen sharing until instructed to by your Session Chair. When the Session Chair invites you to begin your presentation, click 'Share Screen' in the meeting controls.
4. Select 'Desktop' and tick the boxes to 'Share Sound' and 'Optimize for Video Clip' (bottom left). Then click 'Share'. (Mac users may be prompted to give permission to Zoom for audio sharing, if this has not previously been enabled).
5. The green border around your screen indicates that screen sharing has begun. A screen sharing menu bar will be available at the top of your screen - if you cannot see this, move the mouse to hover in this area for it to appear.
6. You can now maximise the file or web page and begin playing your video clip.
7. At the end of your presentation, remember to click 'Stop Share'.
8. The Session Chair will then moderate a brief Q&A.



For more information about sharing videos and PowerPoint presentations through Zoom, please see the guidance available online:

[Zoom Help Centre](#)

[You Tube: How to Zoom](#)

We strongly recommend testing your presentations and videos in Zoom prior to the conference.

Questions and information (online)


If you have any questions or problems during the online conference day, the Conference Coordinators will be available via email at jjade@nsead.org, or can be contacted through the chat function on Zoom.

In-person presentations | Saturday 8 November 2025

Preparing and giving your presentation

When giving your presentation, you may find the following suggestions useful:

- Each presenter/paper has a 28-30 minute slot: approx. 20 minutes for the presentation and 8 minutes for questions. You may prefer to shorten your paper to allow for more questions.
- Please note that you will need to be prepared for a quick 2-minute change over. Colleagues who are chairing sessions will be asked to keep a tight rein on time and to ensure a fair distribution of time between presenters. They will show you a warning card '5 minutes to go', then a '2 minutes to go' card and finally, if required, the 'Stop' card.
- You can help by preparing and running through your presentation (including any PowerPoint slides that you may be using) to fit into your allocated time slot.
- Keep the number of slides manageable (you are unlikely to be able to use 30 slides in a 20-minute presentation) and keep the amount of information on each slide succinct and relevant for your audience. As a general rule, the font should be at least 18-point and animations or transitions should not be distracting or hinder the legibility of the text.

- 
- If you plan to show images in your presentations, please provide a short audio description.
 - To engage your audience, please ensure your presentation is specific to the iJADE conference theme (Ecologies) rather than using a presentation you have previously prepared for another event.

Technical matters

- Please go to your presentation room in an interval or break, well before the start of the session, to load your material onto the computer, check it is working, and to introduce yourself to the Chair. Please check if there are any last-minute changes to the running order or timing.
- Computers and projectors will be provided in each room. Please ensure your presentation is saved in a couple of different spaces or devices, for example on both a memory stick **and** on a web-based storage platform (such as OneDrive or Dropbox). This will mean if you are unable to access it on one, hopefully the other will work instead!
- If you intend to connect a laptop directly into the computer/projector system, you will need to bring the correct USB/HDMI/VGA connector that you require. These will not be provided by the team or venue. This is particularly essential if you are using a Mac laptop.
- Please note that memory sticks that are Mac OSX specific in their formatting will not play on PCs (and vice versa).
- The computers and presentation equipment will use a standard communal conference username and password, and you may need to login if the computer has not been in use before your presentation. Login details will be provided in each of the parallel session rooms: please ensure you enter the details carefully, as successive wrong entries will lock the account for all users.
- Image files that you wish to show (that are not already in a PowerPoint presentation) are best in universal formats like jpeg (.jpg) or as PDFs. Large memory image files will be slower to load. Please provide an audio description of the images that you are using during your presentation.

Moving image and sound *(pto)*



Moving image and sound

- If you wish to include films, sound files or videos, please ensure the format you are using is multi-platform, rather than specific to PCs or Macs.
- It is recommended that your additional files are saved to more than one device or space (as with presentations) to ensure they can be accessed on the day.

Questions and information (in-person)

If you wish to discuss equipment or have any questions about the facilities that will be available at the conference venue, please contact the iJADE conference team at ijade@nsead.org.

On the day, the Conference Coordinators will be available throughout to assist with questions or concerns.