

Guidelines for Presenters

iJADE in person Conference Day, Binks Building, University of Chester Saturday 25 November

Please read the guidance below carefully to ensure the smooth running of the conference. These guidelines are intended for both experienced and new presenters. When preparing your presentation, you may find the following suggestions useful:

- Each session on **Saturday 25 Nov** includes up to 4 papers. 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 (Time) 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's 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!
- 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.
- If you are planning to present using a Mac laptop, it is essential that you bring all the necessary cables with you.
- Please note that memory sticks that are Mac OSX specific in their formatting will not play on PCs (and vice versa).
- 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. Also, please provide an audio description of images that you present.

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

If you wish to discuss equipment, or if you have any queries about the facilities that will be available, please email ijade@nsead.org by **Wednesday 23 November**.