

## Guidelines for Presenters

*\*Please note that background information on the origins and the development of the 'Threshold Concepts' idea will be provided in the pre-conference workshop and by keynote presenters thus there will be no need to reiterate this in your paper or poster presentations.*

### **20 minute paper presenters**

Twenty minutes have been allocated per speaker for their presentations to include some time for Q&A. The final presentation slides should be sent to [info@nairtl.ie](mailto:info@nairtl.ie) in advance of the conference in .ppt format (**not .pptx** as there may be compatibility issues). Please let NAIRTL staff know in advance if you have any particular requirements such as internet access, software, video or audio etc. to ensure that these are available and functioning correctly for your presentation. Presenters are asked to be in their allocated rooms 10 minutes in advance of the scheduled time for their parallel session.

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### **Pecha Kucha presenters**

In the 'Pecha Kucha' sessions, each presentater has 20 slides to present their paper and 20 seconds per slide before the presentation advances automatically. The presentations will be followed by a chaired Q&A session to allow audience members to clarify information from the presentation or as a leap-off point for a more in-depth discussion about the particular topic area. The final presentation slides should be sent to [info@nairtl.ie](mailto:info@nairtl.ie) in advance of the conference in .ppt format (**not .pptx**) and presenters are asked to be in their allocated rooms 10 minutes in advance of the scheduled time for their Pecha Kucha session.

The following guidelines may be useful to consider when creating your presentation:

- Try not to include a lot of text or highly complex diagrams on your slides - 20 seconds is not long
  - It's best not to use up one of your slides with just your name - 20 seconds is a long time in this case!
  - Think of creative, aesthetic ways of conveying your message, use images if possible
  - If you want to build up a complex structure or argument then do so in successive slides, step by step - but remember the time interval
  - Practice and practice again - preferably with the slides actually advancing automatically so that you see what its like!
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### **Poster presenters**

Due to space restrictions we can only display **A1 posters** (84.1 cm x 59.4 cm, landscape or portrait). Please follow the below steps in relation to displaying your poster:

- Ensure that you or a representative are in attendance at the conference to answer questions related to your poster

- Bring your printed **A1** poster to the poster display area by **9.30am June 28<sup>th</sup>** (details of display area to follow). We will provide poster boards and Velcro for the posters.
- You might consider bringing **A4** printouts of your poster with you on **June 28<sup>th</sup>** which can be placed on a publication table or attached to the poster board near your poster.
- Please email a **.ppt** version of your poster to [info@nairtl.ie](mailto:info@nairtl.ie) in advance of the conference.

The following guidelines may be useful to consider when creating your poster:

- **Be selective with material.** The poster is aiming to address a research question, give a brief synopsis of your research or highlight an intervention you engaged in and should be attractive to look at. Typical section headings would include a title with details of the people involved, an introduction, a theory or methodology section, results, conclusions and recommendations for further work. You will be available to answer questions at the poster session if conference delegates require extra detail. Keep the text simple and concise. **Follow a “storyline”** in sequencing sections and if it adds clarity use arrows. References can be included in your abstract but if included on your poster, ensure they will be legible if reduced to A4 size for our conference publication.
- **Use Powerpoint** if possible. Select “Page Setup” custom size **84.1 cm x 59.4 cm (A1)**. This will ensure that your poster can be easily configured for our conference publication. A landscape or portrait layout are both acceptable.
- **Select colours carefully.** Light backgrounds are preferable. Be consistent about how you use colour for graphics, to emphasise, differentiate or add interest.
- **Restrict the number of fonts** (typefaces); ensure that the font size is legible from a short distance (24pt recommended and minimum size for body text 14 pt). Avoid excessive use of UPPER CASE.
- **Use graphics.** A carefully chosen picture can speak a thousand words but please remember that you should have copyright of any pictures or cartoons you use and permission from any persons represented in photographs.