



## Guidelines for Oral Presenters

### General

All presenters, regardless of the session type (Oral or Poster) must register by 7 April 2023 to attend the conference and be included in the programme. There is no option to present remotely. You can register for the conference via the [Registration LINK](#)

### Programme

A DRAFT copy of the programme is available on the [conference website](#) but is subject to change until after the presenter registration deadline of 7 April 2023 – shortly thereafter a FINAL programme will be available on the website.

### Presenting Guidelines

Each session will have between 3 – 5 presenters and will be chaired by a member of the HETL Conference Steering Group or Programme Committee.

Presentations should last no longer than 15 minutes. There will be 3 minutes available for any immediate questions and there will be some time for discussion at the end of the whole session.

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.

### Your Presentation

Please provide your presentation by **5pm on 6 June 2023** to [cpdservices@abdn.ac.uk](mailto:cpdservices@abdn.ac.uk) with the subject header:

**HETL Conference Oral Presentation: YOUR FULL NAME**

This will allow us to pre-load presentations onto the laptops being used at the conference. You should also bring a copy of your presentation on USB, just to be on the safe side.

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.
- Strong contrast should be used between text colour and background (e.g. dark font on a light background), and multiple text colours throughout the slide deck should be avoided.
- Sans serif fonts (e.g. Arial, Calibri, Verdana etc) should be used where possible, in 18pt or larger.
- Images within slides should include a caption that describes the image but does not overlay the image.
- 'Alt text' for graphics and 'image description' for photos and images should be used whenever these are included in presentations.
- All conference rooms will have access to a laptop or PC which can accommodate most formats of PowerPoint. Technicians 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.

Please arrive 15 minutes before the time for your session – as a minimum at the break prior to your session and one of the event organisers will assist you.

[For more information...](#)

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