



Guidelines for Individual Talks

General

Thank you for contributing to the PCST 2025 Conference.

A draft PCST programme will be available on the conference website from 17 of March.

Presenting Guidelines

Each parallel session is 75 minutes in length and will have 6 speakers. Each session will be assigned a chair who will be listed in the conference programme.

Your talk should last no more than 8 minutes in length. If you do go over your 8 minutes then the Chair of the session will stand up to indicate you must end your talk. There will be time for some questions and your Chair will pick these from the attendees.

Talks should be presented in English. Please remember that you will be speaking to an audience that may not have English as a first language, and you should pace yourself accordingly.

Please note that you do not have to use a PowerPoint (or other) presentation and can chose to focus on a verbal presentation – if this suits your presentation style and topic.

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.

All rooms will have a laptop, screen and projector and there are technical staff and members of the local organising committee on hand to help with any technical issues.

Your Presentation

If you are using a presentation please provide it by **5pm on 19 May 2025** to cpdservices@abdn.ac.uk with the subject header:

PCST Conference Individual Talk: ABSTRACT NUMBER YOUR FULL NAME

This will allow us to pre-load presentations onto the laptops being used at the conference. PLEASE NOTE: presentations sent after this time will not be pre-uploaded. You should also bring a copy of your presentation on USB, just to be on the safe side.

If you don't provide your presentation before the deadline please make sure you upload it to the appropriate folder, on the appropriate laptop, in the appropriate room, at the latest at the break prior to your session. This is your own responsibility.

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.
- 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 in good time for your session to meet the chair and other speakers in your session.

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