Presenter Preparation Guidelines

Thank you for contributing to our conference! To ensure a smooth and engaging experience for all attendees, please prepare the following items in advance.

A. ORAL PRESENTATION

FIFTEEN minutes are allocated for an oral presentation, including the presentation and Q&A. Ideally, the presentation lasts about 10 minutes, with 5 minutes for the session chair's introduction and audience questions. Please follow the tips below to deliver an inspiring presentation that invites listeners to your contribution.

Upload your presentation slides as a PDF or PowerPoint file to EasyChair by **Monday, 16th of March: https://login.easychair.org/**

In this way, the session chairs can make sure the presentation is ready before the session starts. Note: we cannot guarantee that the presentation computer has USB ports, a CD-ROM drive, or other disc drives to upload slides. While PowerPoint will also be provided, presenters are suggested to use a PDF to avoid font (and other) problems.

1. Presentation Content

- **Finalise your message:** Clearly define your key points and intended takeaways.
- **Structure your talk:**
    - Introduction: context + why it matters
    - Main sections: insights, examples, data
    - Closing: summary + call to action / key conclusions
- **Keep to your allotted time** (10 minutes presentation + 5 minutes Q&A—adjust as needed).
- Ensure your content is **evidence-based** and clearly referenced where needed.

2. Slide Deck Requirements

- **Format:** PowerPoint or PDF.
- **Design guidelines:**
    - Use high-contrast colours.
    - Keep text minimal (max 6–8 lines per slide).
    - Use visuals (graphs, images) instead of large text blocks.
    - Use max. 10 slides for your presentation. If you have more, keep them as backup slides for the Q&A.
- **Include:**
    - Title slide with your name, institution, and session title.
    - Agenda/overview slide.
    - Clear conclusion / takeaway slide.
- **Avoid:**
    - Excessive animations
    - Very small text
    - Copyrighted images without permission

3. Submission

- **Submit** your presentation slides in PDF or PowerPoint to EasyChair by **Monday 16th of March.**

- Include any **videos** separately as additional files.
- If you are using custom fonts, attach them as well.

4. Technical Preparation

- Arrive at your room 15 minutes early before the session starts. Do not go to another session parallel to your session first.
- Check slides with the session chair.
- Bring your presentation on a USB stick, Laptop as backup, and/or share them via the SEED Platform: https://platform.coveseed.eu/
- Test your presentation during the designated tech check period, 15 minutes before the session starts.
- Inform organisers if you need **special equipment** beyond:
  - Screen
  - Laptop (Windows)
- If you are using your own laptop:
  - Bring the appropriate adapters (HDMI/USB-C).
  - Disable notifications and sleep mode.

5. During the Oral Session

- Stick to the time limit—session chairs will enforce timing. 10 minutes presentation + 5 minutes Q&A—adjust as needed.
- Engage the audience:

  - Speak clearly and at a moderate pace.
  - Make eye contact if possible.
  - Reserve time for questions if planned.

6. Q&A and Interaction

- Repeat audience questions.
- Keep answers concise and on topic.
- If time runs out, offer to continue the discussion afterwards.

7. After Your Session

- Be available for attendees who want to follow up.
- Share your contact details or website if appropriate.
- Optionally share materials (slides, links, papers) on the SEED Platform: https://platform.coveseed.eu/.

B. POSTER PRESENTATION

The Posters will be presented during the conference and exhibited at the poster sessions. During the lunch-break poster session, authors should be next to their posters to explain their posters and address any questions from the audience.

- You should **bring printed posters** yourself. The poster should be printed A1 in portrait format and in colour.
- To make these sessions run smoothly, please ensure your poster is put up in the **morning before the programme starts on day one.**
- Please make sure the posters are removed at the end of the lunch break on the second day.