ORAL PRESENTATION GUIDELINES

Congratulations on being accepted to give an oral presentation at #Clim4Ecol, a joint symposium of the British Ecological Society and the Royal Meteorological Society. Please read these instructions carefully.

- The meeting supports **Powerpoint and PDF**
- **16:9 landscape mode is optimal**
- We are NOT able to support **Keynote or Prezzi**
- All presentations must be uploaded in the Max Nasatyr Room in advance of your session. This is the main session room on the third floor of the building. **Do not email your presentation to the meeting organisers**.
- Speakers are NOT permitted to run presentations from their own laptop. There will be a PC available in the third-floor foyer to run through your presentation and make any changes before uploading it.
- Please ensure your presentation is uploaded **1 hour** before your scheduled session start time. Please attempt to upload your talk in the morning or the day before your session where possible to avoid delays.
- A helper will ensure your presentation is loaded. You will then be able to control the advance of your slides from the lectern and it will be your responsibility to run the presentation.
- Please arrive at your session **15 minutes before** the published start time of the first talk and make yourself known to your session Chair. Please indicate how you wish to be introduced and do not repeat this in your talk.
- At the end of each session there will be a **short panel discussion**, allowing further questions from the audience to all session speakers. Speakers are therefore expected to attend their sessions in full.
- For multi-author papers it is essential you have **all authors' permission** to give the presentation

PRESENTATION TIMINGS

Your presentation time is limited. Please refer to the programme that was sent alongside these guidelines and ensure your talk does not overrun the time it has been allocated.

Most speakers are given 10 minutes, which includes question time. Presentations for standard oral sessions **must not exceed 8 minutes**, allowing at least 2 minutes for questions. The session chair will keep you to time, signalling when you have **2 minutes of speaking time remaining**. They will stop you if you reach 10 minutes. Please respect these timings and remember that the question time belongs to the audience, not to the speaker.

If you are a **keynote speaker** your timings will differ, and you will have received an email to confirm these in advance of the conference. These talks are 30 minutes including question time, so you should speak no more than 25 minutes of this allocated time.

AUDIO-VISUAL GUIDELINES

The session rooms will be equipped with a PC running Microsoft PowerPoint 2013 + Office 2013. **You cannot use your own laptop for your presentation**.

If you are using movie clips or other multimedia, please ensure that all the relevant files are put in a folder, and that this is copied to a backup media drive. This is necessary for any clips to run properly, otherwise PowerPoint will not be able to find the relevant files. Remember to bring this drive with you to the meeting. We recommend that video is embedded in your slides, ideally using **MP4, AVI or WMV files**, as these are Windows-based video files.

Please avoid using special fonts in your presentation.

Full HD (1920 x 1080) is recommended for desktop-size screen resolutions.

SOCIAL MEDIA POLICY

We love social media. It is a great way to connect with people across the world, to share ideas and create collaborations. We heartily encourage people to tweet and post about their experiences.

However, we understand that some people will not want their research broadcast. We respect that, so have created this 'do not share' image to add to their poster/talk presentation wherever necessary. We expect that fellow attendees will also respect such a request. If people do not include the 'do not share' image on their presentation, we will assume they are happy for their research to be publicised openly.

STUDENT TALK PRIZE

If you have entered your talk for the student prize, judging will take place during your talk based on criteria including: visual style, scientific content, originality of research and effectiveness of communication. The winners will be announced at the closing of the conference. We thank Oxford University Press, Princeton University Press and the Royal Society of Chemistry for contributing prizes for these awards.

ACCESSIBILITY

Twitter handles
It can be difficult to catch your twitter handle when it is only present on the first slide. Presenters are advised to include their twitter handles on all slides – for example including this in the bottom corner of all slides.

Graphic & text colour
As many as 8% of the male and 0.5% of the female population are affected with some type of colour blindness, most often the red-green form. This means there are likely to be delegates viewing your presentation that will struggle to differentiate between certain colours or see colours differently.

You can make some simple changes to your graphics and text to ensure these are clear for everybody. Below are some suggested articles that give the background to colour-blindness and how you can make your presentation colour-blind friendly. You can also use the Color Brewer 2 free online tool.

- [A colourblind guide to colourful presentations](#)
- [Colour-blind friendly palette](#)
- [How to design for colour blindness](#)

We look forward to seeing you and your work at [#Clim4Ecol](#)

In collaboration with:

University of Reading