

ORAL PRESENTATION GUIDELINES

Congratulations on being accepted to give an oral presentation at British Ecological Society (BES) Annual Meeting in Edinburgh this December. Please read ALL these instructions carefully.

IMPORTANT NOTES TO ALL SPEAKERS

- ❑ The meeting supports **PowerPoint** and **Keynote**. We can also support PDF presentations (but these will be locked down so edits will not be possible).
- ❑ **16:9 landscape mode is optimal.**
- ❑ We are NOT able to support **Prezzi**.
- ❑ All presentations must be uploaded in the Speakers' Upload Area at the venue (Lomond Foyer), they cannot be uploaded in the session rooms. **Do not email your presentation to the meeting organisers.**
- ❑ Report to the Speakers' Upload Area no later than **2 hours** before the start of the session you are speaking in. Please attempt to upload your presentation the day before your talk, particularly if you have been allocated to a morning session.
- ❑ If your presentation is scheduled for the morning of Monday 19 December, please report to the Speakers' Upload Area on **Sunday 18 December between 14.00 – 17.00.**
- ❑ You will be able to view and check your presentation in the Speakers' Upload Area.
- ❑ You will be able to control the advance of your slides from the lectern in your session room. A technician will load the presentation. It will then be your responsibility to run the presentation. A helper will be on hand to offer assistance if required.
- ❑ 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.
- ❑ Speakers are expected to attend their own session in full.

PRESENTATION TIMINGS

Your presentation time is limited. Please refer to the programme and ensure your talk does not overrun the time it has been allocated. The final programme will be available a week in advance of the event.

Most speakers are given 15 minutes, which includes question time: **presentations for standard oral sessions must not exceed 12 minutes**, allowing at least 3 minutes for questions. The session Chair will keep you to time, signalling when you have 5 minutes and 1 minute of speaking time remaining. Please respect these timings and remember that the question time belongs to the audience, not to the speaker.

AT THE MEETING

You will receive your programme, name badge, and other details at the Registration Desk when you enter the EICC. **All speakers are required to upload their presentation at the Speakers' Upload Area no later than 2 hours before the start of their session.** You will need to show your name badge in the Speakers' Upload Area before the staff upload your presentation to the system. If you are unavoidably delayed, you must still go to the Speakers' Upload Area, **talks cannot be uploaded in your session room.**

The **Speakers' Upload Area** comprises two desk areas located in the **Lomond foyer on the same floor as registration** and will be open during the following hours:

Sunday 18 December	14.00 – 17.00
Monday 19 December	08.00 – 18.00
Tuesday 20 December	08.00 – 17.00
Wednesday 21 December	08.00 – 13.00

The computers in the Speakers' Upload Area will run the same software as the session rooms. Presenters should make sure all fonts appear as expected and any sound/video clips are working properly before they leave the Speakers' Upload Area. Speakers are responsible for the safety of their property; any items (e.g. USB sticks) left in the Speakers' Upload Area may be disposed of.

Each session room will be equipped with a lectern, i-Mac PC or comfort monitor, and laser pointer. There will be a number of roving technicians on hand and every session room will be staffed with a helper who will assist with the start of each presentation. Once the presentation is launched, the presenter will be able to control it from the lectern.

AUDIO-VISUAL GUIDELINES

The session rooms will be equipped with an i-Mac PC running Windows 10, supporting PowerPoint and Keynote. PDF presentations are also supported. **You cannot use your own laptop for your presentation.**

If you are using video clips or other multimedia, please ensure that all the relevant files are put in a folder along with your presentation. 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.

If you are using a special font in your presentation, please also embed it and bring a copy of it along with your presentation file.

16:9 landscape mode is optimal.

Please bring a second (backup) copy of your presentation, and any relevant additional files, to the Speakers' Upload Area.

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 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 a 'do not share' image for people to download (via the link below) to add to their poster/talk presentation wherever necessary. We expect that fellow attendees will also respect such a request. We will explain the meaning of the 'do not share' image on social media, our website and in the printed programme. 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.

[Programme and Presenter Guidelines](#)

ANNE KEYMER STUDENT PRESENTATION PRIZE CANDIDATES

If you have entered your presentation for the Student Talk Prize, judging will take place within your session, based on criteria including: visual style, scientific content, originality of research and effectiveness of communication. The winner will be announced after the conference.

ACCESSIBILITY

Microphones

All rooms will be supplied with a form of microphone, be this lapel microphone or a microphone on the lectern. Please use these to ensure you can be heard by everyone in the room. Do not face away from the microphone during your presentation.

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 a bottom corner of all slides.

Graphics & text colour

As much as 8.5% of the 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 some 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](#)

CODE OF CONDUCT: PRESENTER BRIEF

Please ensure you have read the conference [Code of Conduct](#).

We look forward to seeing you and your work in Edinburgh!