PRESENTATION GUIDELINES

These guidelines contain important information regarding the use of visual aids for onscreen presentations at the International Rapeseed Congress 2023.

Please note: **<u>16:9 aspect ratio</u>** is required to be used for all presentations. Please ensure you read through the presenter guidelines thoroughly and adhere to the requirements to ensure your presentation runs smoothly.

If you do not wish to use PowerPoint please let us know so we can test your preferred tool to ensure it is working correctly for your presentation.

Presentation Timings

Standard Oral presentations must be completed within the 15-minute time-slot. The talk-time will be capped at 13 minutes including time for a question or two should you choose, followed by 2 minutes for delegates to move to other rooms for subsequent talks.

Plenary and Keynote talks will be allocated 28 minutes of talk time including time for a question or two should you choose, followed by 2 minutes for delegates to move to other rooms for subsequent talks.

These time limits will be strictly enforced by the Session Chairs to ensure that we remain on schedule. Please ensure that you rehearse your presentation and can deliver it within the time allocated to you.

Quality Audit

Presentations for IRC 2023 will be reviewed as part of our technical quality assurance (QA) process and must be submitted by the due date below in order to be audited.

Our QA team may contact you directly with regards to changes that might need to be made to your presentation to ensure it meets our technical standards or to request that some elements be re-supplied in alternative formats.

If necessary, a technical and QA report of the reviewed presentations will be sent back to you for your reference prior to the event and will cover the following presentation details:

- Confirmed presentation format (PowerPoint, Keynote, Prezi, Other)
- Videos (number, position, duration and format)
- Imagery and font display
- Internet requirements
- Other special production as required

If your presentation cannot be submitted to us as it is a non-standard presentation to be played back on a particular computer, then please contact us with the details of the presentation and supply the contact information for your technical person who is responsible for the presentation itself.

The show laptop will be located with the technical operator in each room. The technician will ensure that each presentation is displayed at the appropriate time and you will have a clicker to transition your slides.

If your presentation includes formats other than PowerPoint or includes video, photo and audio files, please contact the Speaker Manager to check whether this is supported, or your presentation may not operate correctly.

Key Dates

- **Wednesday, 13 September** - Draft presentation submitted for initial QA auditing
- **Thursday, 21 September** - Final presentation submitted for loading onto the event show computer

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Presentation Tips

We encourage highly visual presentations. Remember a presentation should support your message and not be a script to read from. Keep the amount of words and points on each slide to an absolute minimum, and where possible use imagery or diagrams instead of lengthy sentences.

Based on a maximum time allowance of 13 minutes for Oral presentation we recommend you do not exceed 10 slides. If you have an Oral Keynote presentation (28 minutes) we recommend you do not exceed 20 slides. This time also includes allowance for questions from the audience should you choose to offer this.

Please ensure you rehearse your presentation and can deliver it in time allocated to you. Our schedule does not allow for speakers to go over-time and we will end all presentations at the scheduled time.

To ensure your presentation is of a high visual standard and engaging to your audience please keep the following points in mind:

Slide layout and backgrounds
- If you are using PowerPoint please use the master slide template to setup your backgrounds, colour schemes, basic layouts and font choices
- Presentations must be in **16:9 (widescreen)** aspect ratio
- Background graphics should be at least 1920x1080 pixels
- Please use high res images to avoid pixilation. If images appear stretched or fuzzy on your PC screen it will only compromise the image further on the large LED screen.
- Corporate or non-standard fonts need to be supplied with your presentation package as the display will not be the same if the font isn't loaded on the show computer.

Video
- If you wish to use video as part of your presentation supply a separate video file that has been authored with the following characteristics
  - ⇒ Starts paused on black and plays your clip when the 'play' button is pressed on the media player
  - ⇒ If you have multiple clips ensure the player pauses on black between each clip
  - ⇒ Your presentation file should have a black slide where the video is to be played by the AV operator
- If you want to embed video clips that you have downloaded from the web, understand that they may not look or sound good when blown up to the big screen and speakers. We may scale down web video to a smaller frame to ensure it presents properly.
- All video clips need to be located in the same folder as your presentation and supplied with your presentation.
- Please send all videos through at their highest possible resolution to the presentation Dropbox with any additional instructions.

Animation
- Avoid using the more flamboyant animation and transition types unless they are being used for a particular effect or emphasis.
- Very fast Fade or Wipe animations are best for slide builds and quick cross-fades or no effect for slide transitions.

Dress Code

- The dress code for IRC 2023 is smart casual.

Speaker Manager

- Contact Jess Riches, Speaker Manager. Email: jess@theexperiencemakers.net

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Checklist:
- ✓ I have put my presentation file (Powerpoint, Keynote etc.). all associated fonts, video, & audio into a folder and created a ZIP file of this folder
- ✓ I have uploaded the presentation package and sent to Speaker Manager via email or share file (eg dropbox)