



Guidelines for Oral Presenters

General

All presenters, regardless of the session type (Oral or Poster) must register by 1 June 2024 to attend the conference and be included in the programme. There is no option to present remotely. You can register for the conference via the [conference website](#).

Programme

A DRAFT copy of the programme is available on the [conference website](#) but is subject to change until after the presenter registration deadline of 1 June 2024 – shortly thereafter a FINAL programme will be available on the website.

Presenting Guidelines

Each session will have between 3 – 6 presenters, and will be chaired by two sedimentologists with relevant interests in the topics.

Presentations should last no longer than 15 minutes. This should be split into 12 minutes presentation and 3 minutes for questions.

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 organising committee on hand to help with any technical issues.

Your Presentation

Please provide your presentation by **5pm on 20 June 2024** to cpdservices@abdn.ac.uk with the subject header:

IAS Conference Oral Presentation: 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 in advance please make sure you upload it to the appropriate laptop in the appropriate room at the latest at the break prior to your session.

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.
- Strong contrast should be used between text colour and background (e.g. dark font on a light background), and multiple text colours throughout the slide deck should be avoided.
- Sans serif fonts (e.g. Arial, Calibri, Verdana etc) should be used where possible, in 18pt or larger.
- Images within slides should include a caption that describes the image but does not overlay the image.
- 'Alt text' for graphics and 'image description' for photos and images should be used whenever these are included in presentations.
- 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