



Congratulations on being accepted to give a talk at the Royal Entomological Society's Annual Meeting, Ento23, taking place this September.

Below are detailed instructions for preparing your presentation and what to do at the conference. Please read through these carefully in advance of the event.

KEY POINTS

- The meeting supports PowerPoint and PDF presentations **only**.
- Presentations should be in **16:9 landscape mode**.
- All presentations must be **uploaded in your session room** at the venue. You cannot use your own laptop. Do not email your presentation to the meeting organisers.
- Please name your presentation using the following format:
 - Day_Time of talk_Name of Presenter
 - **Tuesday_12.15_Jones**
- Upload your talk at least **2 hours before the start of your session**. Please attempt to upload your presentation the day before, particularly if you are speaking in a morning session.
- If you are speaking on the morning of Tuesday 5 September, please register from 08:00 and upload your talk before the opening plenary at 09:00.
- You will be able to control the presentation from the lectern of the session room. Someone will load the presentation and it will then be your responsibility to run the presentation.
- A helper will be allocated to each room and on hand to help if required. Note they are not technical support but can locate the AV team if there are any issues.
- There are two main session rooms, **Lecture Theatre A** and **Lecture Theatre B**, please ensure you are clear which room you are speaking in.
- Please arrive at your session **15 minutes before the start of the session** to introduce yourself to the Chair and confirm how you would like to be welcomed to the stage.
- Speakers are expected to attend their own **session in full**.

TALK TIMINGS

- **Keynote speakers** are allocated 30 minutes, which includes question time. Keynote talks should not exceed 25 minutes, allowing at least 5 minutes for questions.
- **Standard talks** are allocated 15 minutes, which includes question time. Standard talks should not exceed 12 minutes, allowing at least 3 minutes for questions.
- In both cases, the session Chair will keep you to time, signalling when you have **5 minutes and 1 minute** of speaking time remaining.

PRESENTATION UPLOAD

All presentations must be uploaded in your session room at venue, this will be Lecture Room A or Lecture Room B. Upload your talk at least **2 hours before the start of your session**. You cannot use your own laptop. Do not email your presentation to the meeting organisers.

You will be able to go through your presentations to make sure everything is working as expected.

The session rooms will be open during the core hours of the conference, with an AV technician or helper on hand to add this to the PC desktop.

AV GUIDANCE

- The session rooms will be equipped with a PC running Windows 10, supporting PowerPoint and PDF presentations.
- If you are using video clips or other multimedia, please ensure that all the relevant files are put in a folder with your presentation. 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.
- Each room will have a clicker with laser pointer.

SHARING CONTENT

If there is work in your presentation that you would not like to be shared, please ensure you highlight this at the beginning of your presentation and/or on the slide with specific content not to be publicised. You can use the Do Not Tweet symbol below. If you do not note this, it is assumed this information can be shared more widely.



ACCESSIBILITY

- Where there are microphones available, please ensure these are used so that everyone in the room can hear you. If the microphone is on the lectern, please try not to walk/face away from the microphone.
- When preparing your presentation, please consider your graphics and text colour to make your presentation accessible and colour-blind friendly. There are plenty of resources online to ensure your presentation is [visually accessible](#).