



Presenter Guidelines

Thank you so much for agreeing to present a talk or poster at Ento26. Below are detailed instructions for preparing your presentation and what to do at the conference. Please read through these carefully in advance and [contact us](#) if you have any further questions.

Oral presentations

TIMINGS

- **Plenary speakers** are allocated 60 minutes, which includes 10 minutes of question time.
- **All other oral presentations** are allocated 15 minutes (unless otherwise agreed), which includes 2-3 minutes of questions.
- The session Chair will keep you to time, signalling when you have **5 minutes and 1 minute** of speaking time remaining.
- There are three main session rooms, please make sure you have located your room (details on the programme) in plenty of time.

PRESENTATIONS

- Presentations can be **uploaded in your session room** at the venue or (preferably) sent to fran.fleming@royensoc.co.uk in advance. You won't be able to use your own laptop.
- If you are bringing your talk on the day, please upload your talk at least **2 hours before the start of your session**. If possible, attempt to upload your presentation the day before.
- The meeting supports PowerPoint and PDF presentations only. PowerPoint is preferred.
- Please name your presentation using the following format: Day_Time_Name – e.g. Tuesday_12.15_Jones

AV

- You will be able to control the presentation from the lectern. A member of the RES team or volunteer will load the presentation, and it will then be your responsibility to run it.
- There are two monitors present in the room should you wish to use speaker notes in PowerPoint.
- 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.
- If you are using video clips or other multimedia, please ensure that 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.
- Each room will have a clicker with laser pointer.

Posters

- You can put your poster up from **8:00 on Tuesday 8th September**. We recommend having your poster in position before the first coffee break.
- You will be provided with a **poster number** in the programme at the event and poster boards will be numbered accordingly.

- Posters will be displayed close to the catering/exhibition areas on level 3 & 4 of the Centre for Student Life, and RES staff will be on hand to help you locate your space.
- All posters must be dismounted from the boards by **13:30 on Thursday 10 September**. Any remaining posters may be disposed of.
- There will be multiple opportunities to stand at your poster and speak to delegates about your work. Please see the programme for details on posters sessions and break timings.
- The poster boards are suitable for **A0** posters (or smaller) and are 1m x 2m and posters should be printed in **portrait** size.
- Include your **contact details** (name, email address, social media handles) on your poster.
- Materials for attaching your poster will be provided.

Sharing Content

If there is work in your presentation that you would not like to be shared, please ensure you highlight this, using one of the symbols below (or similar) or it will be assumed the 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.
- When preparing your presentation or poster, 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](#).
- Choose **font sizes** carefully for posters, so that someone can read the poster from a distance.

Student Prizes

There will be a prize for the best talk and best in-person poster, and second place prizes. If you have entered your presentation for the Student Prize, judging will take place during the conference based on criteria including visual style, scientific content, originality of research and effectiveness of communication.