

Instructions for Oral Presentations and slide preparation

Please ensure you have read this document, as it contains important information you will require.

Timing

Your presentation must not exceed **15 minutes**. No more than 15 slides can be used. All presenters have **20 minutes** allocated in the conference programme. The additional 5 minutes is for setting up at the beginning and taking questions at the end. You will not be allowed to overrun your allotted time..

Language

The official languages are French and English. Speakers may present in either language. However, the language generally used is English. No translation services will be provided in the sessions.

Equipment

- The laptops provided at the conference will run **Windows 10** with **Microsoft Office 2016**.
- Each room will have a pc or laptop provided, and presenters should use the equipment provided.
- If a presenter insists on using their own laptop, be aware that all screens have HDMI connections. If your device does not have an HDMI connection, it is your responsibility to bring the relevant adapter. These will not be supplied by the conference team. Also, please be aware that any time taken to set up a personal laptop will be deducted from the speaker's allocated presentation time.

Instructions for Oral Presentations

All speakers **must** go to the room in which they are presenting **15 minutes prior** to the beginning of the session for a chairperson's briefing and to load their presentation, if this has not already been done.

Speakers are encouraged to check their presentation before the session begins.

- Please introduce yourself to the session chair and to the other speakers in your session.
- Due to time constraints, the chair's introduction for each speaker will be very brief.
- Sit in the front row of the conference room.
- When it is your turn, go to the podium as soon as the previous speaker finishes answering questions. The session chair will introduce your presentation and invite you to begin.

You must:

1. Start immediately. Do not reintroduce yourself. You have 15 minutes for your presentation and 20 minutes in total. You will not be permitted to exceed this time.
2. Be mindful of the time. You must not only give your presentation but also allow time for questions.
3. Follow the chairperson's instructions. You will receive warning signs when you have 5 minutes and 2 minutes remaining.

If you allow time for questions at the end of your presentation, listen carefully and respond briefly. If a question requires a lengthy answer, suggest continuing the discussion privately after the session.

2. Presentations template and guidance:

Presentation template

All presenters must use the conference slide template and read the guidance for slide formatting. These items along with the commercialism policy can be downloaded from the conference website.

<https://ior.org.uk/events/adaptation2025/Author-Information2025>

The laptops at the conference will be using Windows 10 operating system along with Microsoft Office 2016. Please ensure your presentation is compatible.

Timings and layout

As your presentation is limited to 15 minutes, you should plan for approximately 15 slides.

- For main content, do not use a font size smaller than **18 points**.
- Always use **landscape** orientation for your presentation.
- A template slide can be accessed on the "Preparing Your Presentation" page of the website.

3. Commercialism Policy: There is a strict non-commercialism policy for all IIR conferences.

Put the names of authors, presenters, affiliations, company names supporting organizations, corporate logo on the first slide only

4. Speaker registration

The registration desk is open

- Sunday 10th August: 5.30pm – 7.45pm
- Monday 11th August 8.30am – 5.00pm
- Tuesday 12th August 8.30am – 5.00pm
- Wednesday 13th August – There will be no conference registration desk on this day. The conference organizer will be found at Nancy Rothwell Building room 2A013 from 9.00am