



Presenter Guidelines

19th Annual Network Conference

The De Vere East Midlands Conference Centre, Nottingham, 24th – 25th April

Thank you for offering to present at the RRC's 19th Annual Network Conference. The following notes are designed to serve as guidance to all speakers in preparation for their presentation at the conference.

PowerPoint presentations:

1. If you intend to use a PowerPoint presentation (+ any additional files), you need to submit this to the RRC (rrc@therrc.co.uk) by **Monday 10th April 2018**.
2. This request is made to assist in preparation of conference packs and to sequence presentations for the conference. Presentations will be uploaded onto the relevant computers in advance, hence no amendments will be allowed after this date and presentations cannot be changed during the conference, we just don't have time to do this on the day.

What is available to you?

A Windows laptop, projector and a large screen will be available. The conference will be laid out in a classroom style, with a top table, podium and AV system in the larger rooms.

Target audience:

Those attending the conference include practitioners, consultants, contractors, agencies, natural and social scientists, river engineers, planners, environmental economists, trusts, NGOs and local authorities with an interest in managing and restoring rivers and their natural processes.

All speakers are asked to use non-technical language in as far as possible, explain acronyms before first use and place their work (presentation) in context, especially if terms are country specific.

Your presentation:

1. Please review your time allocation – presentations are up to 15 minutes. Consider the context of your presentation and how it fits into your session alongside the other presenters. Outline to the audience why it is of interest to them. Keep the talk active and relevant. Use stories and statistics to engage them.
2. For those presenters representing a commercial organization (e.g. consultancy or product supplier), please try to avoid the 'sales pitch' style of presenting. Although we understand that conference is a good opportunity to advertise your goods or services, from experience we know that the best possible advertisement is an informative and engaging presentation that stays within topic, and identifies you as an expert and not a salesperson – and this is much more pleasant to listen to as well! We and you WILL get negative feedback if you don't take this on board.
3. Consider:
 - Motivations, objectives and main features of your work / project / experience
 - Main outputs or outcomes
 - Lessons learnt and recommendations
4. Limit PowerPoint presentations to **12-15 (max 20) slides** unless the slides are entirely photographic with no text.
5. Limit the amount of text on each slide, use a large font and do not use a light text colour on a light background (or dark on dark).
6. Keep your presentation concise – with a focus on 3 or 4 main points in total.
7. As a general guiding rule therefore, please use:
 - 3 to 5 slides to show motivations, objectives and main features of your work/project/experience
 - 3 to 5 slides to show the main outputs/outcomes of your work/project/experience
 - 3 to 5 slides to show lessons learned and final remarks/recommendations
8. Please let us know if you are happy for your presentation to be uploaded to our website after conference – if not, please provide us with an updated presentation (avoiding certain sensitive slides).