



# Presenter Guidelines

## 20<sup>th</sup> Annual Network Conference

**Please email your presentation to us by April 16th**

Britannia Adelphi Hotel, Liverpool, 30<sup>th</sup> April – 1<sup>st</sup> May

Thank you for offering to present at the RRC's 20<sup>th</sup> Annual Network Conference. The following notes are designed to serve as guidance to all speakers in preparation for their presentation.

### Your presentation

Please review your time allocation – presentations are 15 minutes. We suggest limiting presentations to **12-15 slides** to ensure there is time to present all content. Please consider the context of your presentation and how it fits into your session alongside the other presenters, as well as the overall conference theme '**River Restoration in Practice**'. Outline to the audience why it is of interest to them, and keep the presentation relevant.

Keep your presentation concise, focusing on 3 or 4 main points in total. As a general guiding rule, 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

For those presenters representing a commercial organisation (e.g. consultancy or product supplier), please 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, relates to the conference theme, and identifies you as an expert and not a salesperson – and this is much more pleasant to listen to as well!

Please let us know if you have a video, audio or any particular animations key to the running of your presentation, so we can check these are running smoothly on the RRC laptops, before the day.

### 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.

### PowerPoint presentations

If you intend to use a PowerPoint presentation, you need to email this to RRC ([rrc@therrc.co.uk](mailto:rrc@therrc.co.uk)) by **Tuesday 16<sup>th</sup> April 2019**. This is to assist in preparation of conference packs and to sequence presentations. Presentations will be uploaded onto the relevant RRC 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 and podium. A comfort monitor will be available in each room, however PowerPoint notes will not be available.