24th & 25th April 2024
Venue Cymru, Llandudno, North Wales

Thank you for offering to present at the RRC Annual Network Conference. The following notes are designed to serve as guidance in preparation for your presentation.

It includes:

- What content to include in your max. 15 minute slot
- Videos in PowerPoint
- Presenting
- Q&A sessions
- The audience who will be listening

Please email your presentation slides to us by Wednesday April 10th

Your presentation

For Welsh speakers, we are happy for you to include Welsh language in your presentation, but for ease of communication, please ensure this is also presented and written in English.

Presentations slots are max. 15 minutes duration. 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. 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, main features of your work/project/experience
- 3 to 5 slides to show main outputs/outcomes of your work/project/experience
- 3 to 5 slides to show lessons learned, future application 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!

Reminder! PowerPoint presentation slides need to be in 4:3 format

Videos in PowerPoint

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. We recommend formatting any videos to open on 'click' rather than having to click the 'play button'. To amend this in PowerPoint:

1. Click the video in your slide so it is selected.
2. Click the **Video Tools** tab > **Playback** tab.
3. Next to **Start**, click the down arrow, and select **Click In Sequence**.
4. When you are delivering your presentation in Slide Show View or Presenter View, the video will play when clicked on.

Presenting

All presentations will be in-person. 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. We cannot guarantee that PowerPoint notes will be available in each room.

Q&A sessions

Within each presentation session, following the talks, there is a chance for delegates to ask questions to presenters. This will typically be 2-4 presenters alternating and answering questions on their work, fielded by the session Chair.

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.

The RRC Team are very busy in the week before conference and during the event so will not be able to amend your slides once you have sent them to us. Slides are formatted as PowerPoint Show ready to share on the day so edits can not be accepted.