

# INSTRUCTIONS FOR PRESENTERS

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## GENERAL NOTES

1. If you will be using a slide deck or other audiovisual materials for your presentation format (Artistic, Lightning, Panel, Workshop), **PLEASE EMAIL SLIDES TO EMILY ESCOFFERY (esco9910@mylaurier.ca) BY MAY 11 2026.**
2. Please also be **sure to bring a backup copy of your presentation** on a Flash Drive for upload on the stationary computer in the room.
3. **Please review additional instructions based on your presentation type below.**
4. Accessibility is a key goal for this conference. Please design your presentations to be **accessible for all** (see further instructions on how to create accessible presentations below).
5. **Please arrive at your designated room, 10 minutes before your presentations.** You will be able to find the schedule and room number in the program booklet.

## NOTES FOR EACH PRESENTATION TYPE

### Artistic Presentation

1. Your presentation is allotted for 60 minutes.

2. Please arrive in advance of your earmarked time, providing yourself enough time to set-up your artistic work in the room.
3. Please remember to bring your own exhibit and display equipment, as our team cannot promise to have any installation materials on hand.
4. If your audio-visual materials are in PowerPoint format, please view the instructions for creating accessible PowerPoints.

## Lightning Presentation

1. This presentation is allotted for 7 minutes. As such, it is imperative that you arrive at least 10 minutes prior to your session to ensure your presentation has been loaded onto the stationary computer in the room.
2. There are no limits to the number of slides you can include in your presentation, but please be mindful of your time limit when creating your slides. We recommend 5 – 7 slides total.

## Panel Presentations and Workshops

1. Panels and workshops will be roughly 75 minutes long.
2. All speakers are expected to assemble in their respective rooms 10 minutes prior to the earmarked time of the panel discussions/workshop.
3. All speakers and moderators are expected to self-coordinate the discussion they plan to steward during their earmarked time.
4. PowerPoint slides and other digital visual aids should be sent following the aforementioned instructions in the general section above. At least one presenter should also come with these visual aids on a USB key as a back-up.
5. Any materials to be put on display in the room will need to be installed by presenters.

## Poster Presentations

Poster presentations are allotted for 60 minutes but your posters will be displayed throughout the conference.

Presenters should print and bring their posters, but we will have materials to mount the posters.

## Formatting Considerations

### Layout

Posters should be 48 x 60 inches.

They can be created in landscape orientation and dimensions, in PowerPoint can be set under Design and Slide Size. You can refer to some of the guidelines above on creating accessible slides for creating an accessible poster.

The content of a traditional poster includes title, authors, author affiliation, email, a short abstract (approx.. 50 words), methods, relevant results, conclusions and implications with references and acknowledgements added if there is space.

Keep at least a 1-inch margin on all sides.

Limit paragraphs to 10-20 lines and use simple graphics or bulleted lists to break up longer texts.

Use blank spaces to avoid cluttered look and for ease of readability.

You can print on a traditional poster paper or a fabric poster.

## Text Formatting

Use short titles for quick and easy reading.

Avoid all upper-case type; include a mixture of upper and lower-case type.

Serif (Times New Roman) and Sans-serif (Arial or Calibri) fonts are recommended.

Font size can be 24-28 point font for body, 36 point font for sub-headers, 48 point font for headers and 85 point font for main titles.

Texts should be printed on contrasting background. Avoid harsh colours such as neon and text/background combinations that are hard to read.

## Tables and Graphics

Tables, charts and graphics are common to posters as posters are a visual format of presenting.

Keep the graphics simple and it is recommended to include alt text for graphics, tables and charts.

Photographs can be limited and include high quality images so they are printed clearly.

Choose only a few colours (such as two maximum in addition to black and white) for graphic elements.

## Additional resources

<https://library.wlu.ca/help/tutorials/creating-poster-presentations-sciences>

[https://owl.purdue.edu/owl/general\\_writing/common\\_writing\\_assignments/research\\_posters/research\\_poster\\_overview%20.html](https://owl.purdue.edu/owl/general_writing/common_writing_assignments/research_posters/research_poster_overview%20.html)

## Accessible Presentation Guidelines

Accessibility is a central value and principle of our conference. As part of our commitment, we continually aim to identify and address specific access needs for individuals and groups. We

understand accessibility as enabling individuals to participate on an equal basis with others. To uphold these values and principles, we are asking all presenters to follow the guidance below on how to create accessible documents and presentations.

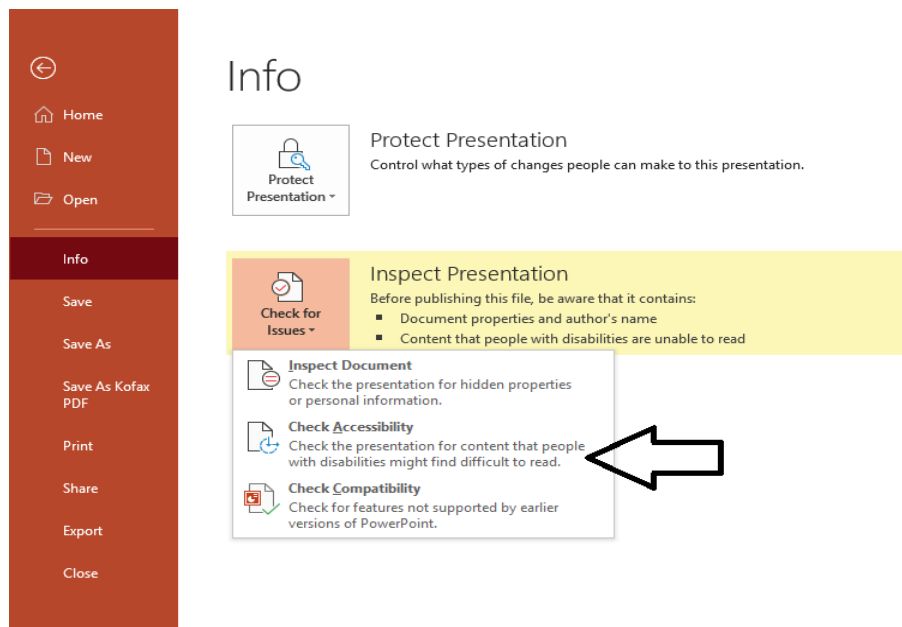
## Accessibility Checker

We recommend the use of the Microsoft Office suite (Word, Excel, Power Point) to create accessible presentations as these products provide a built-in accessibility checker. The checker will identify accessibility issues and suggestions to make your presentation and documents accessible for all. These general guidelines should be applicable for large screens which is suitable for your presentations and for screen readers in case you choose to share a link to your slides with presenters. Sharing a link to your slides through a QR code during your presentation is optional and more details on this can be found in the “Additional Notes on Accessibility” Section.

Please review this short [3 minute video](#) on how to create accessible presentations and documents.

How to use the Accessibility Checker:

1. On the **File** Tab > **Info** > **Check for Issues** > **Check Accessibility**
2. Review the results in the **Accessibility Checker** pane
3. Address the listed issues. Helpful information to understand and fix the different issues is provided at the bottom of the pane



Structure

## Design Themes

Choose themes that are in sharp contrast (without being unsettling) to meet colour contrast requirements and that have simple backgrounds making them easier to read. Limit the number of colours used on one slide.

## Slide Title

Give every slide a unique title. People who have vision loss or learning / cognitive disabilities rely on slide titles to navigate.

## Text Structure

### Text Formatting

1. Ensure that the type is large enough to read easily. Recommended formatting to improve legibility:
  - a. 30-40-point type for title, 24-28-point type for body
  - b. Sans-serif fonts, such as Arial, Helvetica, Verdana or Calibri
2. Three to seven bullet points per slide is a good rule of thumb.
3. Avoid using all capitals or excessive italics or bold.
4. Ensure there are adequate spaces between sentences or paragraphs.

Ensure headings and labels are descriptive and unique. Section headings facilitate navigation and comprehension of presentations. To evaluate headings:

- Determine if headings and labels are provided
- Are the headings descriptive?
- Are the headings and labels unique?
- Are the headings provided using titles and sub-title placeholders?

## Visuals and Alternative Text (“alt text”)

Use alt text to describe pictures, images, graphics, graphs, tables, and flowcharts, so that a screen reader can access them.

Alt text should always communicate the purpose of visual images accurately and succinctly. In general, it is a short description of the image that answers the question “What information is this image conveying?”. A longer description may be needed for complex diagrams and images. General guidelines for creating alt text include:

- Don’t repeat the text of an adjacent caption. Screen readers read both the caption and the alt text, so avoid having the same details in both.
- Use punctuation for full sentences

Tips on alt text of images:

- Don't begin with the words "Image of" at the start of the alt text. Screen readers tell the user that there is an image and then read the alt text.
- Do begin with "Screenshot of..." if the image is a screenshot

## SmartArt graphics (charts and diagrams)

Ensure complex images and charts, tables, diagrams etc. provide long descriptions and are large enough so that people can see them. Complex images include schematics, plans, diagrams or any other image that conveys a large amount of information.

## Video and Audio

Ensure to enable closed caption and subtitles for audio embedded in your presentation as well as video description for videos embedded in your presentation.

If you embed video, make sure that the player controls — start, pause and stop — are accessible using the keyboard.

## Additional Features

### Transition and animations

Ensure to keep any transition or animation short and simple. You can limit these to one per slide as minimum transition and animations with increase the accessibility of your slides.

### Grouping Elements

Grouping visual elements such as images, shapes, or SmartArt should generally be avoided as it changes the information that will be read by screen readers.

If it is still preferred to group elements, techniques to improve accessibility of this choice include, ensuring that sufficient alt text is used. Correspondingly, if the grouped elements are purely decorative, indicate this in your alt text by marking it as such.

## Additional Resources

- [Web AIM: Creating Accessible PowerPoint Presentations](#)
- [Microsoft: How to Make Your PowerPoint Presentation Accessible](#)
- [Queen's University: Accessible PowerPoints Checklists](#)

## Additional notes on Accessibility

1. Microphones will be available for all presenters and must be used. Please be sure to speak clearly and directly into the microphone during your presentation.

2. While it is not required, you may choose to bring accessible paper copies of your presentation. This can include printed transcripts of the talk and using a larger font (e.g., 18pt or bigger using a serif font such as Times New Roman) for audience members. Alternatively, you can offer handouts in the form of an executive summary of your main points using a larger font.
3. As we will be having Francophone attendees at this conference, we welcome and encourage presenters to include French translated text in their presentations. If you are not French speaking and choose to include translations, we ask that you take some time to ensure that the translations you include are accurate.
4. You may also choose to share your slides and copies of your presentation via a shortened link or QR code found on the bottom of the slides so that audiences may access them during or after your session. This is not required.