IGeLU 2024

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C O P E N H A G E N

9TH - 12TH SEPTEMBER

IGeLU 2024 - Presentation and Poster Guidelines

https://igelu.org/event/igelu-2024-conference/

1) PRESENTATION GUIDELINES

Structure your presentation	✓
● **Introduction**/outline (what can be expected)	
● **Body**/center of your story (storytelling!)	

● **Conclusion** that summarizes the main topics
   ● What the presentation is about
   ● Main objective of your presentation
   ● What has been done
   ● Value your approach provides
   ● Next steps if any	

● Use the **16:9** aspect ratio in your presentation	
● **Describe the problem clearly** for the audience to appreciate the value of your contribution	
● Aim your presentation at an audience that is not familiar with your topic → **communicate the importance of your work**, rather than simply laying out the results.	
● **Practice your presentation** to ensure you are within the allotted time slot, review your presentation, or show it to a colleague to get honest feedback.	
● Add your **contact information** in case of follow up questions.	

Speaking to a Diverse Audience	✓
● **Talk at a pace** so that everybody in the audience can understand.	
● Keep in mind that there are members in the audience who may not know **English as their first or even second language**.	
● **Enunciate clearly**: Speak slowly, clearly, and loudly.	

● **Be careful with metaphors, idioms, and jargon**.	
● Know the **meaning of words** outside of your native language.	
● Be mindful of **body language** and eye contact.	

Digital Inclusion	✓
Make your presentation accessible! Digital Inclusion not only helps those with accessibility needs due to disability but ensures for a successful virtual experience for virtual attendees.	
● Utilize Zoom's **live captioning** feature.	

● During Q&A, remind attendees to indicate who is speaking and to speak loudly and clearly, and to **use the microphone**.
  ● Doing so will assist with clear captions and transcripts
  ● Will ensure that remote attendees can hear
  ● If attendee does not use a microphone or is not loud enough, rephrase the question so that everyone in the room and virtually can hear the question	

● **Don't assume everyone can see your slides or hear you**. If needed, describe images on your slides for people who cannot see them (e.g. there's an image of four people seated around a conference table).	
● Try to **limit the number of slides**; and limit the amount of text and images on each slide.	
● **Do not use color** as the only way to **convey content**.	
● **Avoid small font size**, standard is to use 24 point and use simple, sans serif fonts (e.g. Arial, Verdana, Helvetica) that can be easily read.	
● **Use high contrast colors**, those with low vision or color blindness will appreciate it.	
● Choose **non-distracting backgrounds**.	
● If your presentation has an **embedded video**, make sure it has closed captioning on. If it has an audio track, make sure it is described and provide a transcript.	

Helpful resources to help ensure that your presentation meets accessibility standards:

- [Ultimate Guide to Accessibility Presentation Design](#)
- [PowerPoint Accessibility Checklist](#)
- [Check accessibility if you're using PowerPoint](#)
- [WebAim: [free] Contrast Checker](#)

At the Conference - ON-SITE PRESENTERS	✓
● Keep in mind that each room has a presenter laptop, a projector and audio installation. Sound & video is possible; all laptops are connected to the audio installation. Each conference laptop has an AZERTY keyboard and HDMI connectors.	
● Come in advance before your session (lunch time, coffee break, early morning) to **save your presentation files** in the "IGeLU 2024" folder on the conference laptop. Please name your presentation as follows, *First name; Last name; Room; Presentation title*.	
● Bring your presentation on a **USB** stick or send it yourself by email (laptops have an internet connection). If there is any video or audio, it should be tested.	
● We strongly advise using the **supplied presenter laptop**, presenters who want to use their own computer should arrive with their own adapters;	
● Be in the session hall at least 10 minutes before the session starts.	

FOR ONLINE PRESENTERS	✓
● Download the **Zoom app** in advance and open the meeting via the app.	
● Choose a **quiet location**, with a stable internet connection.	
● Use a **headset** if available to avoid other background noise.	
● Preferably use a **fixed Internet connection** (more stable than Wi-Fi).	
● Call in the last 10 minutes of the break (lunch or coffee break) before your session for a final technical check of your audio and video.	
● **Mute yourself** if you are not speaking (and remember to unmute yourself when you are speaking again).	
● **Screen sharing**: You can share your presentation with the participants by clicking on the Share screen button in the bottom center of your screen.	
● If your presentation contains **audio or video**, please also select 'Share sound' in the left corner below.	
● **End presentation**: if your presentation has ended, click 'Stop Share' on the top center of your screen marked in red.	
● Eventual **pre-recordings** should be sent a few days in advance to conference@igelu.org.	

2) POSTER GUIDELINES

POSTER GUIDELINES	✓
● Poster layout Dimensions: **A0**: 118.9 cm (height) x 84.1 cm (width), **portrait format**	
● **Title, author(s) and affiliation(s)** should appear at the top of the poster.	
● **Abstract** should be displayed on the poster	
● The text and the illustrations should be readable from a **distance of 2 meters**.	
● **Use high contrast colors**, those with low vision or color blindness will appreciate it.	
● **Print your poster** and bring it to the Conference venue. There won't be any local printing service.	