

Presenter Instructions

Oral Presenters

1. Presentations will be from a Conference Windows laptop computer. **(It will not be possible to use your own computer.)**
2. Prepare your presentation using MS Powerpoint (or submit in .pdf) using slide size 16:9 format).
3. At the beginning of the morning (8.00 am) or afternoon (1.00 pm) in which you will be presenting, bring your presentations on a USB stick to be loaded on the Windows machine.
4. During your presentation, you will be provided with a lapel mic so the in-person and remote audience will be able to hear you. When speaking please stand at the lectern so that remote delegates can see you as you present.

Remote Presenters

1. Check the program for your presentation time (note all presentation times are given in local [Manchester] time, UTC + 1 hour).
2. Please join the session remotely at least 20 min prior to your presentation. Check the conference zoom links for details of how to join the session in which you will be presenting.
3. Be prepared to share your screen as soon as you are introduced (Important: don't share your screen prior to being introduced – you will interrupt the previous speaker).
4. Use your mouse as your pointer. Be sure your mouse cursor is large enough to see when projected.
5. Make sure your microphone is working well and not muffled. An external microphone that is near your mouth is better than the built-in microphone of the computer.

Poster instructions

There is one poster session for our conference this year. Posters must be **A0 portrait** in size/orientation. Presenters are welcome to put up their posters, using velcro provided by the conference (not pins), anytime after the conference begins on Tuesday morning at 08.40. They should be removed at the end of the coffee break on Thursday afternoon. Boards will be labelled so please check/ensure that you are using the right board!

Student Prizes

Prizes will be awarded for the best student oral and poster presentations (two in each category). All delegates are asked to assess the work presented using the form you can find here.



Scan this code for a form to assess student presentations

You can also find a link at

<https://minsoc-150.org/student-presentations/>