

Presentation Guidelines

Start with a clear **introduction** outlining the key points you will cover. Organise your presentation into sections with concise and focused information summarising the main points and provide a strong closing statement at the end.

Use **simple and clean slide designs**. Avoid clutter and excessive text. Utilise **high-quality images and graphics** to illustrate your points. Ensure **readable fonts** (minimum 24-point size) and use contrasting colours for text and background.

Limit the amount of text on each slide. Aim for **bullet points** rather than long paragraphs. Highlight **key messages** and use **charts or graphs** to present data visually. Include **references** and **attribution** for any external content or data used.

Prepare your presentation using appropriate presentation software i.e. **PowerPoint** (PPT or PPTX format). Ensure compatibility with standard presentation equipment.

Email yourself a backup copy so you will have this if needed during the Forum and upload your presentation to the designated platform Comftool by 15th August.

We have a full programme and will be strictly keeping to the advertised programme schedule. You are requested to adhere to your allocated time slot – 20 minutes for the presentation. There will be 10 minutes allowed for a **Q&A session** at the end of your presentation.

Submission Instructions

Please submit your final presentation to Comftool by 15th August. This will allow us to review and ensure everything runs smoothly on the day of your presentation.

Should you have any questions or need further assistance, please do not hesitate to contact us. Thank you for your contribution to making the EAIR Cork a success. We look forward to your presentation.