

## Presentation Guidelines

We are delighted to have you as a key part of our upcoming EAIR Annual Forum. As you prepare your presentations, we would like to provide you with guidelines to ensure your content is delivered effectively and engages our EAIR audience.

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.

Please ensure that you have your **presentation saved on a USB or another portable storage device** ready for upload. Volunteers will be available to assist you with the upload to the presentation computer. Email yourself a backup copy so you will have this if needed during the Forum.

We have a full programme and will be strictly keeping to the advertised programme schedule. All presenters are kindly asked to **upload their presentations to the computer before their session begins** to avoid any delays. 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.

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 Annual Forum a success. We look forward to your presentation.