



PRESENTER MANUAL

Conference Venue

Stadsgehoorzaal Leiden

Breestraat 60

2311 CS Leiden

<https://leidseschouwburg-stadsgehoorzaal.nl/>

Technical Recommendations – Oral Presentations

- The working language of the conference is English.
- Presenters are requested to save their slides as Microsoft PowerPoint files (.pptx; this can be done from other popular platforms including Google Slides, Keynote, and OpenOffice), using widely available Windows-compatible fonts (e.g., Arial, Verdana) and minimizing fancy transitions.
- Please format all slides for 16:9 size. This is the industry standard and is (usually) the default for PowerPoint 2010+. You can check / edit this in PowerPoint's file window menu: Design => Slide size => Widescreen (16:9), or choose in Page Setup.
- Presenters are strongly encouraged to upload their presentation, in a .pptx or PDF version, before the start of the conference. A link for uploading will be provided by the Programme Committee to presenters in early October.
- Presenters are offered the opportunity to test their presentation in the Speaker Ready Room at the conference venue, and/or upload their presentation if not done already before the event via the upload link as provided. As an emergency backup, kindly ensure that your presentation is on a functional USB drive in a .pptx or PDF version. Presenters should test their presentation to make sure it displays correctly and animations and videos work correctly.
- Presenters may be contacted by their session chair in advance to exchange contact details and discuss the necessary preparations for their contribution.
- Presenters are kindly requested to arrive in the conference room 10 minutes prior to the start of the session. It is the presenter's responsibility to familiarize themselves with their session chairs, rooms, and presenting equipment well before their session starts.
- The presentations should contain clear information with a minimum font size of 24 pt for body text, making it legible from the back of the conference room. Minimize the use of continuous text and complete sentences.
- There will be a Windows PC available in the meeting room for presenting your slides. Technical assistance will be available upon request throughout the entire conference. Assistance can be requested via the room coordinator.

- If you are preparing for a computer demo that requires access to the internet please have a backup plan in case of network issues.
- Speakers will have 12 minutes total for presentations, questions, and transition to the next speaker. Please plan the length of your talk accordingly and be respectful of other speakers to help session chairs keep your session on time.
- The [Code of Conduct](#) permits and encourages the sharing of information from this conference. If you have slides or posters with sensitive information that should not be shared or photographed, please designate this with a crossed out [Twitter sign](#) and inform your audience.
- Remember this is a diverse international audience who may not be familiar with customs, acronyms, people, and jargon used in your speciality. Help everyone appreciate your work by speaking clearly and explaining potentially unfamiliar terms and not referring to people by their first name only. It is also strongly recommended to avoid jokes on sensitive topics such as religion, sex, gender, etc. (see also, [Code of Conduct](#))

Tips and useful links

Need more tips on preparing your presentation?

- Use sans-serif fonts (e.g., Arial, Verdana)
- Provide high contrast between text and background
- Avoid color blindness traps (e.g., requiring viewers to distinguish between reds and greens on your chart) see:
<https://www.color-blindness.com/coblis-color-blindness-simulator/>
- Do not use all uppercase letters (more difficult to read)
- Minimize the amount of text on each slide
- Minimize the number of slides in your presentation (ca. 15 = about 1/minute)
- Use high quality graphics/images but no larger (file size) than necessary for the screen resolution
- Present a story for your audience and put your work in context
- Practice your presentation and make sure you have time for questions

See <http://www.makeuseof.com/tag/10-tips-for-preparing-a-professional-presentation/> and <https://www.presentationpoint.com/blog/best-powerpoint-screen-resolution/> for additional tips

Technical Requirements – Poster Presentations

- Approved abstract authors can hang their posters at the Stadsgehoorzaal, on the ground and 1st floor, beginning Tuesday, 22 October 2019, 08:00 hrs. Posters should remain available for viewing for the duration of the conference.
- Poster size A0 is recommended (84.1 x 118.9 cm). Posters cannot be larger than the size of the poster panels (100 cm wide by 125 cm high), and the panels have a blue background.
- Poster presenters are strongly encouraged to produce an individual poster rather than using multiple sheets of A4 paper.
- Posters must be designed and presented in **portrait** (vertical) orientation. Posters designed in landscape (horizontal) orientation will not be accepted or will be disqualified.
- Poster presenters are responsible for bringing their own printed posters. There are no printing facilities at the conference venue.

- To arrange for local printing near the venue, see: [Copy Copy Leiden \(info@copycopyleiden.nl\)](mailto:info@copycopyleiden.nl) - 200 m from the Stadsgehoorzaal venue. Poster print orders must be made in advance.
- Poster presenters are responsible for affixing their own posters to the panels provided at the conference centre. Fixing materials will be provided. Each poster panel will be labelled with a number/reference that you will be informed about before the conference. Although there will not be a dedicated poster session during the conference, you may indicate time(s) when you will be available and it is recommended that you provide your contact details on your poster.
- The poster should contain the title of the corresponding abstract, the authors, their institution(s) and the institution's location. It is recommended to also insert a QR code on your poster, directing to the Pensoft publication page of the abstract. Recommended link: <https://www.qr-code-generator.com>
- Avoid colour combinations that are difficult to read.
- Tell a story with your poster. It should have background context including what you are trying to do and why; how you are accomplishing your goals and why you took this route; what you've learned and what still needs to be done; and any conclusions, applications, implications propelling the study of biodiversity data science into the future.
- In general, the poster should be self-explanatory for when you are not nearby
- Please remove and take your poster with you at the end of the conference. Posters that are not removed by Friday, 25 October 2019, 16:00 hrs, will be disposed. The organising committee will not keep nor forward forgotten posters to any presenter.
- Poster presenters will have the opportunity to upload a PDF of their poster to be included with their abstract in *Biodiversity Information Science and Standards* (after the conference).

Useful links

How to create a research poster: <https://guides.nyu.edu/posters>

Creating a poster design: <https://www.craftofscientificposters.com/design.html>

Design and Layout:

<https://www.makesigns.com/tutorials/poster-design-layout.aspx>

Designing conference posters: <http://colinpurrington.com/tips/poster-design>

Scientific poster design:

<http://hsp.berkeley.edu/sites/default/files/ScientificPosters.pdf>



Presenter Registration

Registration and payment for the Biodiversity Next conference is required for all presenters and session organizers. Click [HERE](#) to register. Each conference participant, including workshop organizers and presenters, must register separately for the conference and pay the conference fee.

Meeting Set-Up / Technical Equipment

As a standard, all meeting rooms will be set up in theatre style unless a particular session requires a different setting.

Each meeting room will be equipped with the following: a projector, screen (for a projection in size 16:9), a laptop (for the usage of e.g. PowerPoint), an HDMI connecting cable, a sound system for playing videos, and speaker and audience microphone(s) if the meeting room size requires it.

Flight and Hotel

All presenters are responsible for making their own flight and hotel arrangements. Discounted rates with hotels have been negotiated by the Local Organizing Committee. For more information on the suggested hotels, please visit the website:

<https://biodiversitynext.org/accommodation/>

Code of Conduct

By attending or participating in any event during *Biodiversity_Next*, you agree voluntarily to abide by this [Code of Conduct](#).

Questions

In case of any remaining questions concerning the logistical organization of the conference (related to the conference venue, special needs for your presentation, transportation, accommodation etc.), please contact the Local Organising Committee via

biodiversitynext@naturalis.nl.

Any questions related to Conference **content** (abstract submissions, publications etc.) should be directed to the Programme Committee by emailing editor@tdwg.org.