

## *RSS 2023 Conference Harrogate*

### **Guidelines for Contributed talk presentations**

- 1 All contributed talk sessions within the conference are scheduled to last 60 minutes and will include 3 talks.
- 2 **All contributed speakers will have up to a maximum of 20 minutes for their presentation including time for questions/discussion**
- 3 The conference organisers will appoint a chair for each session who will be rigorous in applying the above timings.
- 4 **Presenters need to submit their final presentation in either powerpoint or pdf format\* to the conference team ([conference@rss.org.uk](mailto:conference@rss.org.uk)) by Thursday 31 August.**

We appreciate that it is not always easy to finalise a presentation in advance of the conference but we need sufficient time to check in advance that the presentation loads properly and also to get all presentations allocated to the correct equipment in the right rooms. Please note that the conference includes over 300 talks and there will be a small team of RSS staff and volunteers dealing with all the sessions, so your cooperation is appreciated.

It is of course advisable to bring a backup copy of the presentation with you to the conference.

*\* if you wish to use a different format or use your own laptop please advise of this in advance*

If you do not wish to use slides at all that is fine but please let us know in advance.

- 5 *In preparing your slides you are asked to take into account the following guidance:*

They should be formatted in 16:9

The file should be named in the following format: **Day of presentation-AM or PM- First name-Last name**

Please use hyphens between each word: **Tuesday-PM- Robert-Smith.pdf**

Your audience will appreciate a carefully prepared and clearly presented talk.

Please remember that the conference covers a wide range of statistical interests, so not everyone attending your talk will be familiar with the background to your topic. Make sure that technical terms and mathematical notation are clearly explained, and that your **slides are easy to read and understand**. Please don't cram too much detail onto a single slide as it makes very difficult for the audience to read and digest.

***You are strongly encouraged not to include too many slides in your presentation – we believe that for this length of presentation a maximum of 15-20 slides is appropriate.***

- 6 If you plan to have any video or sound clips within your presentation **or** you wish to connect to the internet during your presentation please advise the conference office in advance of the conference – **and no later than 1 August**.
- 7 If you do need to make amendments to your presentation after your arrival at the conference you should take your updated presentation to the **Speaker Preview Desk by Entrance One** (next to registration). Please DO NOT leave this until the last minute!
- 8 **Please note that all contributed talk presenters must complete the online registration process for the conference and must settle any balance prior to the conference. Any queries regarding registration or your presentation should be directed to the RSS Conference office ([conference@rss.org.uk](mailto:conference@rss.org.uk)).**
- 9 You will be able to join the discussion at conference via the conference app (joining instructions will be sent a couple of weeks prior to conference) and via twitter. Just tweet with the hashtag #RSS2023Conf and follow the conference at [www.twitter.com/RSSAnnualConf](https://www.twitter.com/RSSAnnualConf)