Notes for Presenters of Oral Presentations

PRESENTATION DAY & TIME

The allocated date and time of your presentation can be found on the Oral Programme, downloadable from the PGR Website: https://www.surrey.ac.uk/pgrconference/

PREPARING YOUR PRESENTATION

The time frame for each presentation is 15 minutes of which:
- the first 10 mins are for the presentation itself,
- the next 5 mins are for questions and discussion.

Please ensure that your presentation is compatible with Microsoft PowerPoint 2010. Images and short video clips can be shown, but we would suggest emailing it to the committee prior to the conference for a trial run.

For the chair's ease on the day, please use your first slide as a title page stating your name, presentation title and affiliation, and when saving the document please use your session number followed by your full name as part of the file name e.g. 21-john-smith.ppt.

UPLOADING YOUR PRESENTATION

Please email your presentation to us by 5.00 pm on Wednesday 6th April at the very latest. If for any reason you do not meet this deadline, then please bring you presentation along on a USB stick between 9-9:30am on the morning of your presentation to upload it.

ON THE DAY

On the day of your presentation, please arrive before the start of the oral presentation session, and report to the conference committee member chairing your session.

The chair will introduce you, and will also let you know when your 10 minutes are coming to an end. They will then chair the 5 minutes of questions following your talk.

JUDGING

During your presentation, you will be judged by up to 2 academic members of staff from a mix of faculties. Please bear in mind that you are being judged on both the content of your presentation and your ability to communicate your work to an audience from varied backgrounds.