Paper Presentation – Guidelines

The deadline for submission of full papers is **30th April 2016**. All papers should include the same information as required for abstract submissions.

Word Count: 3,000 – 5,000 words (including references).
Format: Accessible font, sans serif, font size 12 minimum. Papers to be submitted as a Word document (or equivalent).
Presentations: The duration of an oral presentation is maximum **30** minutes, including discussion time. AV/IT equipment will be available to support presentations. If you have very specific IT requirements, please advise when submitting your full paper and we will try to accommodate your request.

Innovative presentation formats will be acknowledged as part of the conference prize giving. We are encouraging delegates to consider alternative presentation formats. Samples of these formats are available on our website, click here.
Please consult guidelines below to ensure presentations are accessible for all participants.

Paper Presentation Format and Accessibility Guidelines

- Consider the needs of participants whose first language is not English and those who rely on a Sign Language Interpreter – speak at a reasonable pace and don't rush through your material.
- Use a good colour contrast.
- Ensure that the font on your slides is a sufficient size to be viewed on a projector – usually no smaller than 24pt.
- Use a sans-serif font such as Calibri for maximum readability and clarity.
- Strive to use plain English.
- When choosing a slide style ensure that it is not too cluttered.
- Avoid using only colour to convey meaning.
- Ensure any videos include captions.
- Consider the needs of participants whose first language is not English and those who rely on a Sign Language Interpreter – speak at a reasonable pace and don't rush through your material.
- Think about the needs of blind participants and ensure that an audio description accompanies any visual content.