RSS 2025 Conference Edinburgh

Guidelines for Rapid-Fire presentations

Rapid-Fire presentation sessions will happen on the afternoon of Wednesday 3 September.

All Rapid-Fire speakers will have up to a <u>maximum of 5 minutes</u> for their presentation <u>(there will not be any time for questions/discussion)</u>

A chair will be appointed for each session who will be rigorous in applying the above timings.

<u>Pre-conference</u>

Presenters need to submit their final presentation, ideally in either <u>powerpoint or pdf format</u>* to the conference team (<u>conference@rss.org.uk</u>) <u>by Thursday 28 August</u>.

> 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 need to use a different format or your own laptop please advise of this in advance***

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

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

> **<u>The maximum number of slides for this length of talk is 5 slides (plus a title slide)</u>**

> Slides should be formatted in 16:9

> The file should be named in the following format: **Wednesday-RF- First name-Last name**

> Please use hyphens between each word: **Wednesday-RF- Rebecca-Smith.pdf**

<u>At the Conference</u>

If you do need to make amendments to your presentation after your arrival at the conference you should go to the **Speaker Preview Desk in the Lomond Foyer** (located on Level 0 of the EICC).

Please DO NOT leave this until the last minute!

Please note you will NOT be able to load your presentation yourself in the allocated room.

Please note that all talk presenters must complete the online registration process for the conference and must settle any payment balance prior to the conference. Any queries regarding registration or your presentation should be directed to the RSS Conference office (conference@rss.org.uk).

You will be able to join the discussion at conference via the conference app (joining instructions will be sent a few weeks prior to conference to all those registered) and via X. Just post with the hashtag #RSS2025Conf and follow the conference at https://x.com/RSSAnnualConf

(We should have a Bluesky account before conference – all attendees will be advised of this in due course)