

RSS 2023 Conference Harrogate

Guidelines for Rapid-Fire presentations

- 1 **The Rapid-Fire presentation sessions will take place on Tuesday 5 September.**
- 2 **All Rapid-Fire speakers will have up to a maximum of 5 minutes for their presentation (there will not be any 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) by Thursday 31 August.**

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 you must advise the conference office of this in advance*

If you do not wish to use slides at all that is fine!
- 5 *In preparing your slides you are asked to take into account the following guidance:*

We advise that the maximum number of slides for this length of talk is 5 slides (plus any title slide).

Slides should be formatted in 16:9 and should be numbered at the bottom of the page.

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

Please use hyphens between each word: **Tuesday-RF- Robert-Smith.pdf**
- 6 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! There will **not** be the facility to upload your slides in the presentation room.
- 7 **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).**
- 8 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