



## Guidelines for presenters

Thank you once again for offering to give a presentation at the 2WALKandCYCLE 2021 Conference. To help you prepare, the following pages provide you with guidance. ***Please read them carefully.***

We have a range of presentation formats that offer **conference delegates** a rewarding and interactive experience.

Please note:

- Actual presentations, posters and other written material (e.g. handouts) may be brought with you to the conference, and these will be distributed on the conference website later in pdf format.
- All presenters' abstracts are now loaded on the website; please advise of any changes to the conference organisers prior to **1 March 2021**.
- Should any presentation be cancelled, the conference organisers may request that you move to a different format and/or session time. You will be notified at the earliest possible opportunity.
- Please note that all sessions at the conference may be recorded and there may be virtual attendees. We will confirm this with you in due course.
- There are some yellow highlighted pieces of text throughout this document. This requires special attention.

If you have any questions, do not hesitate to contact either [teresa@hardingconsultants.co.nz](mailto:teresa@hardingconsultants.co.nz) or [glenda@hardingconsultants.co.nz](mailto:glenda@hardingconsultants.co.nz)





## GENERAL PRESENTATION GUIDELINES (All presenters should read these)



**Presentation Design:** The goals in designing your presentation should be:

- (1) To provide a **clear key message** and a **clear and concise overview** of your work
- (2) To provide **enough material** to explain the work (without lingering on minor details, or requiring further explanation), and to **initiate discussion and questions**
- (3) To provide **enough time** for the audience to read/listen/view and understand each point presented
- (4) *For oral presentations:* **Do not go over time!**

**Review:** ALL presenters using PowerPoint (or other visual means) as a part of their presentations **MUST** submit a draft of their presentation/s by **Friday 26 February 2021** for review and sign off.

NB: This does not need to be your final version.

This can be in PowerPoint or PDF format (noting that there is a 5mb limitation). Your personalised link to this portal will be included in your final presentation slot confirmation letter. A member of the organising team will review your draft presentation for compliance with the presentation guidelines; we will not review your draft presentation for content.

You **MUST** load your final version with the AV team onsite at conference with the dedicated technician located in the Exhibition and catering room (Fullwood Room).



**Programme:** Before heading for the conference, please use the conference website to check the latest copy of the programme to confirm when your scheduled session is. If in doubt, contact the conference organisers.



**Layout:** You may use any preferred or corporate style for presentations (subject to the readability requirements). Advertising of your organisation(s) is to be limited to name and logo only and must be secondary to the information to be imparted. Commercial advertising of products or services is **not** permitted.



**Content:** If you have provided accompanying written material, your presentation is simply a **summary** of the key points of your paper/handout; you will not have time to go through every aspect in detail (nor should you); refer the audience to the paper or other publications or websites for further details.





-  **Format:** Please provide electronic presentations as a MS PowerPoint 97 or later (**PPT** or **PPTX**) file. Additional electronic files (e.g. movies) or media (e.g. overheads, video tape, whiteboards) may be used, provided that you contact us **at least two weeks prior** to the Conference to determine your requirements. The Conference organisers will then check equipment compatibility and availability and confirm this with you.
-  **Colours:** Strong visual contrast is critical - many people have trouble distinguishing between closely related colours (e.g. ~7% of males cannot distinguish red from green; or see them differently). Colour is great to highlight important points, however too many colours may look “busy” and make it difficult for viewers to find the critical points. Ensure that colours show up well on greyscale printers – people may print off copies using these.





## CONVENTIONAL ORAL PRESENTATION (including keynote and plenary)

*Typical duration: 15 minutes including questions (longer for keynote and plenary presenters). Please refer to the programme for your specific time allocation.*

### General overview

A presenter stands in front of the audience and delivers an oral presentation (often using PowerPoint), followed by an opportunity for questions afterwards. Typically, 3-4 presentations will be presented successively in the same session unless it's a plenary or keynote.

Please note that session chairs will adhere strictly to these time limits – **do not go over time**. Practice your presentation beforehand to confirm its expected duration.

**Duration:** 15 minutes

### Concurrent oral sessions

#### Wednesday 17 March

Building success stories	2:00pm – 3:15pm
Innovating streets, tactical urban	3:45pm – 4:45pm
Economics	3:45pm – 4:45pm
Mode-shift	4:45pm – 5:30pm
Safety in design	4:45pm – 5:30pm

#### Thursday 18 March

Pedestrian Network Guidance	10:30am – 11:45am
Recreation	10:30am – 11:45am
Mode shift: schools & workplaces	1:00pm – 2:45pm

#### Friday 19 March

Users and user behaviour	10:30am – 11:30am
Planning	11:30am – 12:30pm





-  **Presentation Style:** Please avoid too much text and graphics on one slide. If necessary, split the material into multiple simpler slides. Presentation is a **visual and aural medium**, so make strong use of charts, diagrams, photos, etc. and your own spoken commentary, rather than too many written words. Don't present whole paragraphs from written papers unchanged – it's called PowerPoint for a reason...
-  **Font:** To ensure readability, all on-screen text should be in **Arial, Calibri or Verdana** fonts (or similar), **no smaller than 24-point**. Please use font colours that contrast well with the slide backgrounds. Test visibility by looking at the presentation on a computer monitor from about **2 metres** away.
-  **Graphics:** Please take advantage of the presentation medium and use colour and animation to help illustrate concepts. Complex charts and diagrams from papers and reports should be simplified further for on-screen viewing and use larger font sizes - don't simply copy and paste the same graphic elements.
-  **Submission:** Your final presentation may be brought with you to the Conference (electronic presentations may be provided on USB memory stick/drive or CD-ROM). Please ensure that your presentation is with the audio-visual staff by no later than the start of the preceding break session.
-  **Presentation:** On the day, check beforehand (e.g. the preceding break session) that your presentation is displaying on-screen as intended. Ensure also that you are familiar with the necessary equipment/buttons for slide transition, laser pointing, etc.





## POSTER PRESENTATION

Presenters prepare a large-format (e.g. A0-size) poster outlining their paper topic and findings/discussions. At **2:30pm, Thursday 18 March**, each presenter has 2 minutes to provide an oral summary of their work to all the delegates. Following this session, delegates can visit and view different posters. During this time, presenters can provide further details about their work and answer any questions about it.

### Electronic copy of posters

Prior to the conference an electronic copy of your poster will be loaded onto the conference website for early viewing and for those people who are attending virtually. Could you please provide this to us as a pdf and hi resolution jpg; ideally 800 pixels wide. They will be listed in alphabetical order of the surname of the presenter. Supply these no later than **Friday 12 March 2021**.

### Content, Layout and Style

#### Timeline:

- Set up of poster: anytime between **Tuesday 16 March from midday until 6:00pm** or **Wednesday 17 March, from 9:30am**
- Poster rapid fire presentation: **Thursday 18 March 2:30pm – 2:45pm**
- Break down of poster: **Friday 19 March, by 3:00pm**

#### **Rapid-fire presentation duration:** All presenters have 2 minute to introduce their poster topic and this will be strictly enforced.

**Up to two (2) PowerPoint slides to summarise your work may be displayed during your presentation.** Please ensure these are loaded with the AV technicians well in advance of this session.

#### **Poster viewing:** following the rapid-fire session, at least one presenter must then be available beside each poster to provide details and answer questions up until 3:00pm. Should you wish to stay longer (throughout the pm break) that is optional.

Presenters are encouraged to add to their discussion by incorporating tools, audio, visual and tactile aids.

#### **Location:** Poster numbers will be allocated prior to the conference and a floor plan in the poster location will show the assigned poster locations.





## PECHA-KUCHA PRESENTATION

*Duration: 8-minute presentations (hearing from 10 presenters in total) before the 10 presenters join in on a panel discussion.*

### Pecha-Kucha style session

**Friday 19 March**

11:30am – 12:30am

### General Overview

Each presenter has 6 minutes & 40 seconds to provide an oral overview of their work. 7 minutes has been allocated to each presentation to allow for transition time.

After all presentations have been delivered (without questions), presenters will sit together and partake in a panel discussion.

-  **Presentation Format:** Refer to the general guidelines above for delivering oral presentations.
-  **Font:** To ensure readability, all on-screen text should be in **Arial, Calibri** or **Verdana** fonts (or similar), **no smaller than 24-point**. Please use font colours that contrast well with the slide backgrounds. Test visibility by looking at the presentation on a computer monitor from about **2 metres** away.
-  **Duration:** Because of the limited time it is doubly important that you practice your timing beforehand to be no more than **6.40 minutes** of actual presentation. To ensure good time management:
  - (1) Set your slideshow to self-running (i.e. use auto-timing); follow [this link](#) to find out how to
  - (2) 20 slides are shown for 20 seconds each (ensure that they are not too crowded with content)Note that you will not be able to advance your slides manually (there is no clicker for you); the slides will run according to the pre-set timing.
-  **Format:** The format keeps presentations concise and fast-paced. The rules regarding its composition are likened to visual Haiku and connect seamlessly with well-developed narration as the only rules.
-  **Presentation Content:** Within the time constraints you should identify a limited number of messages that you want the audience to take away – we suggest sticking with **one key message**.





## WORKSHOP PRESENTATION

*Duration: 75 minutes*

### General Overview

This is a specialist session, featuring a presenter potentially with activities (e.g. physical demonstrations). Speakers may spark some initial thoughts or guidance, but the delegates present will probably provide most of the interaction and discussion.

### Workshop session

#### Wednesday 17 March

Innovating Streets 2:00pm – 3:15pm

#### Thursday 18 March

Low Traffic Neighbourhoods 1:00pm – 2:15pm

 **Format:** These are likely to feature a mix of conventional oral presentations and interactive activities. Refer to the general guidelines above for delivering oral presentations.

The delegates present are expected to provide most of the interaction and discussion.

Contact the Conference organisers to discuss using other equipment and media, e.g. whiteboards and flipcharts.

 **Duration:** You have 75 minutes to deliver your programme of presentation, discussions, and other activities.

**A session chair will be provided to moderate proceedings during the workshop.**





## ROUND TABLE PRESENTATION

*Duration: 3 x 15 minutes with 5-minute transitions*

### General Overview

Presenter shares ideas or poses questions to a small group sitting at a table with them. Presenters can use visual aids, a laptop (noting that laptop must be able to rely on battery power), or just rely on notes.

Every 15 minutes, attendees switch tables and the presentation starts again with a new group at the table. The length for the session is 60 minutes (attendees can go to 3 presentations). Generally, we would expect 5-10 people at each table. The initial presentation should be 5 minutes long with 10 mins being allowed for Q&A and discussion.

### Round table session

#### Friday 19 March

Planning and change makers 10:30am – 11:30am





## INFORMAL TECHNICAL NOTE OR HANDOUT

-  You may opt to provide a shorter handout, technical note, or other written material as appropriate to support your presentation. No review of this material will be provided, but it can be posted on the conference website.
-  Ensure that sufficient numbers of take-away material are provided for delegates; no copies will be made by the conference organisers.
-  All presentations and posters will be published on the conference website sometime after the conference.

**Reminder: All presenters must provide a written abstract for inclusion on the conference website.**

**If you have any questions, do not hesitate to contact us!**

