

# ChemEngDayUK, 25-26 April 2024

## Presentation Guidelines

This document is for all submitters who have been informed that they have been accepted to deliver either:

- (i) An oral presentation or
- (ii) A poster presentation or
- (iii) A poster presentation plus a 2 minute flash presentation

Thank you for participating. For questions, please contact: [chemengday@imperial.ac.uk](mailto:chemengday@imperial.ac.uk)

### CONFERENCE REGISTRATION FOR ORAL & POSTER PRESENTERS:

**IMPORTANT – All Presenters – oral and poster – must register and pay for their registration no later than 14<sup>th</sup> March for their oral or poster presentation to be included in the conference.** Failure to register by this deadline will result in the presentation being removed from the programme. With the tight timescale and number of applicants wishing to take part, unfortunately we can offer no exception to this rule.

There are two methods of registering:

1. **Non-Imperial participants** must register and pay by the e-store. [Click here](#) to pay for your registration.
2. **Imperial participants** can either pay by the e-store or by internal GL code. Please [click here](#) if you wish to pay by GL code. *This method is only available to Imperial participants.*

# ORAL Presentation Guidelines

If you have been selected to deliver an oral presentation, note that the final schedule will be communicated to you by the beginning of April 2024.

- **Presentation duration:** 10 minutes, including questions. Due to the large volume of presentations, session chairs will be strict about presentation lengths and will be prepared to cut short presentations that overrun.
- **Submission/upload deadline: Thursday 18th April, 12 pm GMT.** To manage the high volume of presentations, please upload your presentation onto the Oxford Abstracts portal in advance of the Conference. You will be informed by email with instructions on how to upload. If your presentation is not uploaded by the deadline, we may need to remove your presentation from the programme. Unfortunately, we cannot accommodate extensions.
- **Format:**
  - Use 16:9 slide aspect ratio
  - Upload file in '.pptx' (PowerPoint file) format. Label your file using your Abstract id number, Last name and ChemEngDay in the title in that order e.g. **49 Perkins ChemEngDay.pptx**
  - Google Slides & Apple Slides are not supported on Imperial College systems
  - Download a pdf copy and bring that with you as well – as a back-up
  - Embed fonts used – detailed guide below.
  - Using Videos? – Inform us prior to the event and send a copy of the video files via email to [chemengday@imperial.ac.uk](mailto:chemengday@imperial.ac.uk), or use OneDrive or WeTransfer.
- **Things to remember:**
  - Please ensure that slides are not overfilled with information
  - Please no embedded YouTube videos – they can be unreliable and cause last minute issues.

## Embedding Fonts

1. Click the File tab and then click Options (it's near the bottom left corner of the window).
2. In the left column, select the Save tab.
3. At the bottom, under Preserve fidelity when sharing this presentation, select the Embed fonts in the file check box. Selecting Embed only the characters used in the presentation reduces the file size but limits editing of the file using the same font. Leaving that check box blank increases the file size, but is best for allowing others to edit the document and keep the same font. We recommend leaving the check box blank if the other person may edit the file.
4. Click OK.

## IMPERIAL PRESENTERS – Important note about new branding

You will be aware that Imperial launched new branding in March 2024. All Imperial presenters are strongly encouraged to adhere to the new branding guidelines when preparing your presentation/poster. Please visit the [brand portal](#): you can sign in with your Imperial ID. Here, you will find all new [Imperial logos](#), Imperial font and usage guidance and [Templates](#) – including PowerPoint and research posters templates.

# POSTER Presentation Guidelines

Please read ALL instructions below carefully to ensure that your poster is properly presented and will fit into the space allocated.

- **Dimensions: A1 portrait format.** This is 594 x 841 mm or 59.4 x 84.1 cm, which is 23.4 x 33.1 inches. Please ensure your poster is this size for it to be included within the poster session.
  - **Printing:** presenters should print their posters, bring them to the conference and hang them.
  - **Template:** there is no official poster template. Note that Imperial presenters are strongly encouraged to adhere to the new branding guidelines. Please see the section **IMPERIAL PRESENTERS – Important note about new branding** on the previous page.
  - **Poster title:** state the title and the authors at the top of your poster in easily readable letters. We suggest that the text and the illustrations should be readable from 2m.
  - **Contact information:** if you wish to allow attendees to follow up with you, please include your contact details on your poster.
- **Presentation date/location:**
- Please check the final conference programme which will be available at the start of April 2024 for the time and location of your poster session and set-up time.
  - When you arrive after collecting your badge at the Registration desk at the conference, please seek guidance on where to store/hang your poster.
  - All posters will be assigned a numbered board for display onsite at the Conference. The poster numbers mounted on each poster board will remain there throughout the poster session and be used for the next poster session. This number corresponds with the number assigned in the Final Programme and is NOT the same as your abstract id number.
  - After your poster session, please remove your poster so the board can be used for the next session. Please leave the board number in place. If you do not remove your poster, your poster will be removed and placed in a Poster Reclaim Bin in the Poster Display area. The bin will be emptied after 6 pm on Friday, April 26th.
  - The conference team will provide Velcro pads (for paper posters) to attach your poster to the poster display boards.
  - We only require presenters to stand at their posters to present their research at the assigned scheduled session as indicated on the programme.
  - Please note that poster boards are not supplied with electricity or audiovisual equipment. You can, if you want, bring A4 printouts of your poster for handing out.
- **Preventing your poster being mislaid:** Write your abstract number and last name clearly and visibly on the reverse of your poster once rolled up (Your Oxford Abstract number was communicated to you when you submitted your abstract). We will need to identify your poster quickly without unrolling it. If you have a carrier, clearly label it with your name and abstract number.

# FLASH POSTER Presentation Guidelines

Flash poster presentations are invited presentations. If you are invited, you will have been notified when you received a decision on your abstract submission. Abstracts selected for the Flash Poster Session will be presented in a separate oral parallel session.

- **Duration:** 2 minutes. Due to the large volume of presentations, you will be stopped after 2 minutes. Audience questions will not follow each presentation but will be grouped and be taken after a number of presentations.
- **Submission/upload deadline: Thursday 18th April, 12 pm GMT** To manage the high volume of presentations, please upload your presentation onto the Oxford Abstracts portal in advance of the Conference. You will be informed by email with instructions on how to upload. If your presentation is not uploaded by the deadline, we may need to remove your presentation from the programme. Unfortunately, we cannot accommodate extensions.

**Format:** prepare a **single slide (no title slide)** which highlights the motivation and present the essence or novelty of your poster.

- Use 16:9 slide aspect ratio
- Upload the file in '.pptx' (PowerPoint file) format. Label your file using your Abstract id number and Last name in the title in that order eg **49 Perkins ChemEngDay.pptx**
- Google Slides & Apple Slides are not supported on Imperial College systems
- Download a pdf copy and bring that with you us too – Having a back-up is no bad thing!
- Embed fonts used – detailed guide below.

## Embedding Fonts

1. Click the File tab and then click Options (it's near the bottom left corner of the window).
2. In the left column, select the Save tab.
3. At the bottom, under Preserve fidelity when sharing this presentation, select the Embed fonts in the file check box. Selecting Embed only the characters used in the presentation reduces the file size but limits editing of the file using the same font. Leaving that check box blank increases the file size, but is best for allowing others to edit the document and keep the same font. We recommend leaving the check box blank if the other person may edit the file.
4. Click OK.