



## Guidelines for Oral Presentation

Hello!

We are reaching out to you as a presenter of an oral presentation for the upcoming CZC2025 conference taking place June 9-11, to provide some guidance.

Most 90-minute sessions will have five (5) oral presentations and will follow this structure:

- 1-minute to introduce each speaker and pull up the slide deck
- 12-minutes for each presentation
- 5-minutes for questions after each presentation
- If any time remains in the session, the session lead will lead a question-and-answer period

At the conference, please be prepared to upload your presentation on the laptop in your assigned room the day before you are scheduled to present. A sessional lead will be in the room 30-minutes before the session's scheduled start to assist. The accepted formats are:

- PowerPoint (.pptx) file format compatible with MS Windows 10
- Portable document format (.pdf)

To support conference accessibility, we are asking presenters to consider allowing individuals requiring accommodation to record the audio portion of their presentation. We created a digital “I support accessibility” sticker with the conference logo for use by presenters willing to support this accessibility accommodation (see attachment). Please add this sticker to your first slide to indicate to these individuals that they have your permission to record the audio portion of your presentation.

For single-day pass delegates, please upload your presentation during the morning coffee breaks (Monday at 10:15 AM-10:30 AM, Tuesday and Wednesday at 10:00 AM-10:30 AM).

The presenter registration deadline was April 30. Thank you to those who have already registered!

If you haven't registered yet, we kindly ask that you do so as soon as possible. Space is extremely limited, and once tickets sell out, we will no longer be able to accommodate additional delegates.

CZCA strives to maintain high quality for its conference programs. The following guidelines are provided to speakers at CZC2025 to ensure effective presentations with the greatest benefit to speakers and audience and to enhance the quality and efficiency of CZC2025:

- The conference aims to create a space where different knowledge systems, practices, stories, and perspectives can come together and learn from each other. Presentations



should contribute to the body of knowledge and collective understanding of what coastal stewardship and management could look like through the lens of relationships; build common ground across communities, professions, sectors, goals, and values; and connect over a shared passion for coastal zone resilience.

- Speakers are urged to be mindful and respectful of the assigned time frame assigned to their presentation. Speakers should rehearse their presentations in advance to ensure they effectively and efficiently cover the desired material in the time allotted.
- Speakers should avoid the use of copyrighted materials in presentations, unless prior permission is granted.

If you have any questions, please do not hesitate to reach out. We look forward to seeing you!