Instructions for presenters – in person

Thank you for presenting at the upcoming DDD17: Politics of Death conference in Utrecht – we look forward to your presentation. Below are some guidelines for your presentation, that we kindly ask you to adhere to. Thank you for your cooperation in making this conference a smooth and inclusive experience for everybody.

Presentation time limit and session format

- Each panel session lasts **90 minutes**. It includes three to five 15-minute presentations delivered back-to-back, followed by a general Q&A at the end. Each speaker has a **maximum of 15 minutes** to present.

- **Time limits of 15 minutes are strict**. Session chairs will enforce timing rigorously, as overrunning will reduce the shared Q&A time for all presenters and audience.

- All rooms are equipped for **hybrid delivery**. A microphone and camera are provided so remote participants can hear and see presentations. Remote presenters and audience can join via **Teams**.

Technical information

- If you use slides, these must be in **PDF or Powerpoint (PPT)** format. Other formats (e.g., Google Slides, Keynote, Prezi) are not supported. Test your slides on a Windows system to ensure fonts, media, and formatting display correctly. Ensure embedded media (videos, audio) works offline and is compatible with standard Windows setups.

- All presentations will run from the conference-provided computer. **Personal laptops are not permitted**. Bring your slides on a **USB flash drive**. Slides stored in cloud accounts (e.g., Google Drive, email inboxes, Dropbox) will not be accepted. No downloads will be made on-site.

- Be in your session room **at least 10 minutes before** the start to transfer your file to the conference laptop. Technical staff will assist with file transfers and hybrid connection setup.

Presentation tips

- Keep slides **simple and focused** – aim for one idea per slide, and don't put too much text on your slides (to avoid people reading the slides and not listening to you)

- Time yourself in advance; ideally, finish in **12–13 minutes**.