



## Instructions for presenters – online

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.

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### 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.

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### Technical information

- You will receive a **Teams meeting invite** one week before the conference at the email you used to register to the conference. **Accept the invite** so it appears in your calendar.
- Join the session **at least 10 minutes early**. Upon joining, you will enter a “**Green Room**,” where you can test your microphone, camera, and connection; share your slides and verify screen-sharing works; and get last-minute help from our volunteer.
- Use **PowerPoint** (preferably as PowerPoint Show) for smooth screen sharing. When sharing your presentation, use **PowerPoint Live** to ensure smooth slide transitions. You do this by clicking the **Share** button at the top right of the Teams window, and select your presentation under **PowerPoint Live**. Check in advance if PowerPoint Live is available in your Teams version; if not, update Teams or use the desktop version instead of mobile. If PowerPoint Live remains unavailable at your device, select **Screen Sharing** as alternative. When done with your presentation, click **Stop Sharing** to return to the meeting.
- During your presentation, **keep your microphone and camera on** at all times. Ensure your background is tidy and not distracting, and speak slowly and clearly. When you are done with your presentation, please **mute your microphone** again.

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### 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**.