

Topic: Your presentation at the Sustainable Woodfuel Value Chains in Africa conference

The conference is approaching. Please find below some guidelines and information about your presentation at the conference.

General

- Your oral presentation should be in English or French
- You have maximum of 12 minutes to present your story. You will receive a notice after 10 minutes (“2 minutes left”) and after 11 minutes (“1 minute left”). If you have not finished after 12 minutes, the session chair will stop your presentation
- Make sure to introduce the context of your study/research so that an audience who have not read your paper can follow your argument
- You must devote time in your presentation to discuss the policy and/or practical implications of your research and you should have at least one slide on this. Be a specific and precise as possible: If you make recommendations, who are they directed at?

Slides

- The slides should be in English or French
- You can prepare your slide show in the software tool of your choice
- The aspect ratio of your slides should be 16:9 (not 4:3)
- Please include an introductory slide with your title, name, affiliation and contact details
- Text on slides should be clear and concise with correct spelling. Please use fonts that are clear to read (e.g. Arial, Calibri or Verdana), and ensure there is good colour contrast between the text and the background
- Prepare all diagrams or charts neatly and legibly, in a size sufficient to be read on screen (this includes annotations)
- Ensure that you leave viewers enough time to read and digest the material or data that you show. We recommend no more than one slide per minute speaking time
- Bullet points and enumerated lists are easier to digest than large blocks of text.

Send your presentation in advance

You must upload your presentation in pdf or Powerpoint format to the conference Dropbox folder <https://www.dropbox.com/request/6qHuC22ohA2TGU5x9S57> before **Friday 19 November**.

Name your presentation “Surname +session”, e.g. “Hansen_governance dimensions”.

If you have trouble uploading your presentation, please send it to cph@ifro.ku.dk (Christian P Hansen).

Online and physical presentations

If you participate in the physical conference, please be in the room 10 minutes before the start of the session where you present. Make yourself known to the moderator.

If you are participating and presenting online, please be in the Zoom room (you will receive the final programme with Zoom links) 10 minutes before the start of the session. You will present by sharing your screen. While presenting, please turn your camera on.

All presentations (physical and online) will be recorded and made available online after the conference.

See you all soon at the conference!