

Topic: Your presentation at the Sustainable Woodfuel Value Chains in Africa Conference (23-25 November 2021)

Dear presenters at practice sessions,

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 good practice so that the audience can follow your argument
- You must devote time in your presentation to discuss the consequences of your good practice and you should have at least one slide on this. Be as specific and precise as possible. If you make recommendations, make clear who are they directed at (eg policy makers, charcoal associations,...)

Slides

- The slides should be in English or French
- You can prepare your slide show in the software tool of your choice
- Please include an introductory slide with your title, name, affiliation and contact details
- Text on slides should be short, clear and concise with correct spelling. Bullet points and enumerated lists are easier to digest than large blocks of text.
- Please use fonts that are clear to read (e.g. Arial, Calibri or Verdana), and ensure there is good color contrast between the text and the background
- Use good pictures to illustrate your practice;
- If using diagrams or charts, present them in a size large enough to be read on screen.
- 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

Videos

- If your plan is to share only a video, please give a short introduction before the video starts (for about 3 minutes).

All presenters (including those presenting a video) should remain available for questions and discussions at the end of the session.

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. "Choges_sustainable management practices".

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!

Best wishes, on behalf of the conference organizers,

Christian