

## Chemical Catalyst 2025 | SRH Berlin University of Applied Science

### Guidance for Symposia

If you are presenting at the conference, please take a few minutes to read the below to ensure you understand what is required of you and that you get the very best out of your time. To help you prepare and ensure everything goes smoothly on your day, we've put together the following tips. Let us know if you have any questions.

- Symposia will be for a strictly timed 40 minutes duration followed by 5 minutes for questions and discussion. You will not be permitted to overrun. This presentation can be delivered by single individual or group (maximum 3 members).
- To ensure people are well-prepared we will ask you to submit a recording (audio or video) of you delivering your Symposia talk by Wednesday 1 January 2025 to [gary@annualchemistry.com](mailto:gary@annualchemistry.com). It's a great opportunity to practice!

#### **Presentation slides**

A maximum of 40 presentation slides.

Recommended font size:

- Titles should be 36-44 pt.
- Font size for all other text should be a minimum of 24-28 pt.

#### **Important Points to Consider:**

##### **1. Know your audience:**

- Your audience will include academics and industrial professionals with an involvement or interest in chemical research. Delegates can be working in research teams, education, or management.
- You should ensure your presentation has enough 'background' information that everyone will understand it.

**2. Timing** - Concurrent presentations should be a maximum of 40 minutes in length to ensure there is at least 5 minutes for questions at the end. Please practice beforehand so you are sure it is the right length, and you are very familiar with the content.

##### **3. Your slides**

- Don't have too much detail on them – use bullet points which indicate the main points you are making and then talk around these points.
- For your first presentation you might want to avoid using video clips etc. unless you have had expert advice about how to embed/include them. If you are including them, it is always best to have a back-up plan in case they don't play on the day (so when you practice, identify how you'll do the presentation without the video clip(s) playing).
- Pictures and diagrams can 'liven up' a presentation and help illustrate the points you are making – make sure you are not infringing copyright if using pictures and take care that the detail can be seen if using graphs though.

**4. Content of presentation** – this will vary slightly according to your topic, but some general points apply to most if not all:

- Start by introducing what you will be talking about and include any explanation of terms which the audience may be unfamiliar with.
- If you are talking about your service/workplace – provide enough information at the beginning so that the audience can understand what you do.
- Once you have established the context of what you are going to cover – use the main part of the presentation to explain/discuss this.
- At the end, summarise your main points and the learning you want to get across.

#### **5. Presenting-**

- Remember you know more about your topic than anyone else in the room – be confident!
- Switch your mobile off/to silent
- Check at the beginning that people at the back can hear you
- Don't announce you are very nervous or apologise that it's the first time you've presented – no-one need know, and if you've prepared you will be fine!
- Eye contact is important – but do look at all the audience, as eye contact with just one or two people can be unnerving for them
- If you lose your place or forget what you are going to say – relax – no-one else knows what you are going to say, so if you pause for a moment and say something relevant it doesn't matter if it's not exactly what you had planned/rehearsed.
- Once you've finished there will be a few minutes for questions – it's fine to ask for clarification if you don't understand what's being asked. If you don't know the answer, then be upfront about this but indicate how the questioner might find out the answer (or indicate how you will find out and let the questioner know).
- Even after the session stream has finished some people may still approach you to ask questions, they didn't want to ask in front of the audience – so it's worth hanging round for a minute or two during the transition break.
- Enjoy the feeling of having completed your presentation!

Please submit your presentation ppt before Saturday 1 March 2025 to avoid any technical issues during conference. The Presentation ppt submission form will be available after Wednesday 1 January 2025 in the official website <https://catalyst-srh.com/>