



## GUIDELINES FOR 10 MINUTE LIGHTNING TALK PRESENTERS

### General Guidelines

#### ➤ **Registration:**

Presenting authors **MUST** register for the conference by **Wednesday 27 July 2022** in order to present and be published in the final programme. Click [HERE](#) to register now. The location of your session will be published in the final programme,

#### ➤ **Presentation Length:**

For a 10-minute lightning talk presentation, we recommend **7 minutes of presentation** and **3 minutes for questions** and audience discussion.

#### ➤ **Tips and Tricks for your Short Presentation:**

Ask yourself the following questions to give the most effective and powerful short presentation:

- What is my goal for this presentation?
- What is the most important message I want listeners to leave with?
- If I wrote a one sentence description of my presentation, what would it say?
- If I were to write a list of the keywords for the presentation, what words would be on the list?
- What is the theme? And what are the three major points?
- What action do I want audience members to take upon hearing my presentation?

#### ➤ **Preparation:**

You will have to produce an **electronic poster** as supporting material. The author will present at their e-Poster on a large screen. You will receive an email after the registration deadline of 27<sup>th</sup> July with details of how to upload your e-poster.

#### ➤ **Session Chair:**

The chairperson of your session will be in contact before the conference to introduce themselves. Please meet the session chairperson at your session area **at least ten (10) minutes prior to the start of your scheduled session**.

#### ➤ **Rules and Regulations:**

All presentations must be made in **English**. The use of an interpreter is not permitted.

Please ensure there is no material within your presentation which could be seen as marketing a commercial product or Programme.

#### ➤ **Waiver**

Submission constitutes your consent to publication of your session outline and any PowerPoint presentation. **Please inform us if you do not wish your presentation to be posted** on the ISQua web site, following the conference.