



# RCN Education Forum National Conference 2025

## Symposium guidelines

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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.

### Conference programme

Alterations may be made to the programme affecting the time and location of sessions. To keep up-to-date with developments within the conference programme, we suggest that you check the conference website regularly: [www.rcn.org.uk/ED25](http://www.rcn.org.uk/ED25)

### Registration

All presenters need to register for the conference in order to be eligible to present. As the main presenter you are responsible for co-ordinating the registration of your co-presenters in addition to yourself. Symposium submissions make one presenter and one co-presenter per paper eligible for the presenter rate up to a maximum of 6 presenters. Those not registered by **10 February 2025** are at risk of having their session removed from the programme.

### Symposia

Each symposia is between 60 and 90 minutes in length and would typically have between 3 and 5 papers. We suggest agreeing presentation timings for each paper with your fellow presenters in advance ensuring you leave around 5minutes for discussion for each paper.

Please ensure that you keep to time and do not over-run as this is discourteous both to delegates wishing to move to their next session and to speakers following you. A chair will be allocated to each room to ensure you keep to time, please arrive a few minutes early to ensure your presentation has been loaded, familiarise yourself with the room and introduce yourself to the chair.

### Presentation and slide preparation

When preparing your presentation and slides please remember to keep language clear and concise, avoiding unnecessary italics and animations. The best presentations are usually the simplest. Practice your presentation and ensure you keep to time.

Please consider the following to make your slides accessible for neurodiverse audience members:

- a. Recommended slide size 16:9
- b. RCN recommended font type is Public Sans, Montserrat and Verdana.
- c. All fonts should be a minimum of 20pt.

- d. Avoid using a white background as this can be too harsh.
- e. Refrain from using pale colours for fonts, such as yellow, as they can be hard to read. White text on a red background and red text (in general) is not advised.
- f. Do not use 'flashy' special effects. A simple transition to next slide works best for neurodiverse audience members.

### **AV requirements**

Standard equipment of laptop, data projector, screen and internet connection will be available in all conference rooms.

If you require any additional equipment, please contact us and we will do our best to accommodate your request.

### **Submitting your presentation slides**

This year we shall be piloting receiving presentation slides in advance using our abstract management system Exordo.

Deadline: 21 March 2025.

To do so, please login to your [Exordo account](#) and you'll have a presentation upload prompt on your dashboard.

To facilitate further learning the RCN Education Forum will make a copy of your presentation slides available to delegates as a secure PDF file if you have given consent in your abstract submission form.

If you have any queries, not answered here please get in touch via [education@rcn.org.uk](mailto:education@rcn.org.uk) always quoting your abstract reference number for a response.