

Presentation Guidelines for Speakers

Sustainable Development Conference

SDC speakers are requested to ensure that their presentations respond directly to the theme of their session while contributing to the wider objectives of the SDC.

Conference sessions are often livestreamed and viewed by audiences beyond the venue. Therefore, presentations should be concise, accessible and suitable for a diverse national and international audience.

1. Presentation Content

Speakers should focus on the central argument, evidence and policy relevance of their work rather than attempting to cover an entire paper or research project.

A presentation should ideally address:

- the issue or policy question being examined;
- the most important evidence or findings;
- why the findings matter;
- implications for policy, practice or future research; and
- clear and actionable recommendations.

Please include a final slide setting out the principal **policy recommendations or key takeaways**.

2. Presentation Length

Presentations should normally contain **no more than 8-10 substantive slides**.

Where a session has up to four speakers, each presentation should not exceed **12 minutes**.

Where a session has five speakers, each presentation should not exceed **10 minutes**.

The Panel Organiser or Moderator will confirm the final speaking time before the session.

Strict adherence to the allotted time is essential so that all participants have an equitable opportunity to contribute and sufficient time remains for discussion.

3. Slide Design

Please use a clear and uncluttered presentation format. Speakers are encouraged to:

- use a 16:9 widescreen format;
- use large, legible fonts, preferably 28-30 point or larger for main text;

- keep text to a minimum;
- use high contrast text and backgrounds;
- simplify charts, tables and figures;
- provide sources for data and evidence;
- avoid overcrowded slides and lengthy quotations; and
- ensure that photographs, graphics and other media are appropriately credited.

Animations and embedded video should be used sparingly and only where essential.

4. Submission

Submission Deadline: **One week before** your allocated session.

Please submit the final presentation to the **respective Panel Organiser** and the **SDC Unit**: sdcsd@sdpi.org.

The file name should follow a consistent format:

Session ID_First Name_Surname_SDC2026

Example:

A1_Ayesha_Khan_SDC2026.pptx

5. Online and Hybrid Participation

Speakers joining remotely should:

- use a stable internet connection;
- join the session at least 10 minutes before the scheduled start;
- test their microphone, camera and presentation-sharing function in advance;
- use headphones or an external microphone where this improves audio quality; and
- remain available for the question and answer segment following their presentation.

Remote speakers may also be requested to provide a pre-recorded version of their presentation as a technical backup.

6. Pre-recorded or Voice-over Presentations

Where a pre-recorded presentation is requested, the recording should:

- not exceed the speaker's allotted presentation time;
- be recorded in landscape format;

- use a minimum resolution of 1280 × 720 pixels, with 1920 × 1080 preferred where practicable;
- have clear and audible narration;
- use legible presentation slides;
- avoid unnecessary embedded media; and
- be submitted as an **MPEG-4 (.mp4)** file.

Please review the complete recording before submission, particularly the audio quality and synchronisation of slides and narration.

Large files may be shared through an appropriate file-transfer or cloud-storage service, with access permissions enabled for the SDC team.

7. Conference Recording and Copyright

SDC session recordings may be made available through SDPI's digital platforms after the Conference.

Copyright in the speaker's original PowerPoint presentation remains with the presenter and is not transferred to SDPI.

For further information, please contact the **SDC Unit:** sdci@sdpi.org.

Thank you for joining us at the SDC.