RCN International Nursing Research Conference 2025

Guidance for Oral Presenters

Presentation slides

Please ensure your font style is compatible with Powerpoint 2024.

Recommended font size:

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

7-10 slides is the recommended number of slides for a 20 minute presentation (followed by 5 mins Q&A).
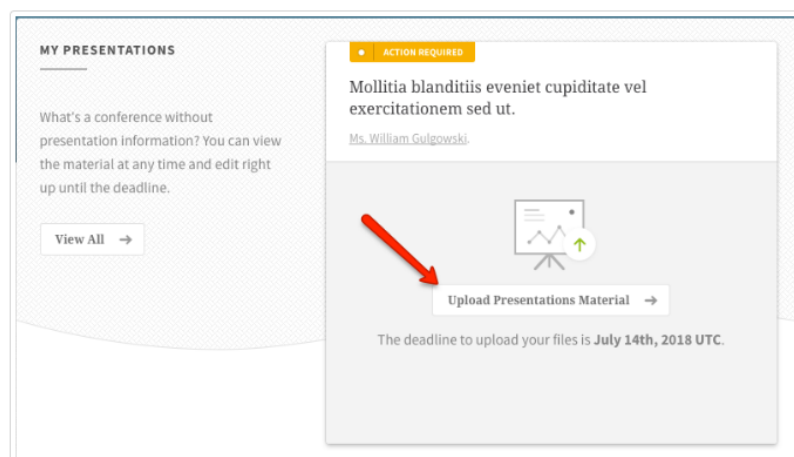

Submitting your presentation slides

We shall be receiving presentation slides in advance using our abstract management system Exordo.

Deadline 5pm, Thursday 4 September 2025.

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

Delegates will also have the opportunity to bring them on the day, to the Speaker Point in the foyer however we strongly recommend you send in advance (as well as forward to a personal email address for back-up).

Rooms will be set up with a projection screen and laptop, and where required, a sound system. All oral presentations will be chaired.

1. **Know your audience:**
   a. Your audience will include academics and healthcare professionals with an involvement or interest in nursing research. Delegates can be working in clinical practice/research teams, education, or management.
   b. You should ensure your presentation has enough 'background' information that everyone will understand it.

2. **Timing -** Concurrent presentations should be a maximum of 20 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**
   a. 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.
   b. Don't have too many slides to give the audience time to absorb information – for a 20-minute presentation where you are presenting main points on each slide you can probably only get through 7-10 slides (unless you are using some which are very quick to show – such as a picture of your hospital).
   c. 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).
   d. 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:
   a. Start by introducing what you will be talking about and include any explanation of terms which the audience may be unfamiliar with.
   b. If you are talking about your service/workplace – provide enough information at the beginning so that the audience can understand what

you do (so for example – 'a 28 bedded ward of 4 six bedded bays and 4 single side rooms in a local hospital with 400 beds'). Remember that overseas nurses may not understand how the NHS works, so this may need explaining depending on your topic.

c. Once you have established the context of what you are going to cover – use the main part of the presentation to explain/discuss this. If you are talking about role or service development – provide enough detail so that the audience can determine whether what you are saying might be applicable for their own role/area.

d. At the end, summarise your main points and the learning you want to get across.

5. **Practice -** When you first complete your presentation, you might want to have very detailed notes to go with it, or even a script. However, as you practice and get familiar with the content, it's better to have some shorter notes to take to conference with you – reading out long notes during your presentation as this will be off putting for the audience. It may get tedious but the more you practice your presentation, the more familiar you will be with it and the more confident on the day.

Presenting at the conference

1. Ensure you have sent your presentation ahead of time via Exordo, alternatively via the Speaker Point at the event as per instructions.
2. If you have notes to go with your presentation – make sure you have more than one hard copy in case, you lose one.
3. Ensure you arrive at the conference in plenty of time to enable you to check out where and when you are presenting and to drop off your presentation.
4. If you are presenting a session within a Concurrent stream – go to the room before the stream starts, this will allow you to introduce yourself to the chair (and reassure them that you are around) and give you time to check your presentation has loaded correctly.
5. It is a good idea to stay in the room for the other presentations in your session stream, especially if you are second or last but this isn't mandatory.
6. Presenting:
   a. Remember you know more about your topic than anyone else in the room – be confident!
   b. Switch your mobile off/to silent
   c. Check at the beginning that people at the back can hear you
   d. 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!
   e. Don't turn your back on the audience to read the presentation on screen – its ok to do this occasionally but becomes off putting for the

audience if you do it too much. It is better to look at it on the laptop – specially to check you have moved the slides on in your presentation.

f. Refer to your notes if you need to, but don't read them out – you lose eye contact with the audience.

g. 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

h. 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.

i. Keep to time, session chairs have the right to stop you at the end of your allotted time, whether you've finished or not. You might want to put your watch on the table near the laptop (the chair may also warn you when 5, 2 and 1 minutes are left).

j. 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).

k. 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 of two during the transition break.

l. Enjoy the feeling of having completed your presentation!

Any questions?

If you have any questions or would like further advice or guidance please contact:

research@rcn.org.uk