



Oral presentation guidelines

Congratulations on being accepted for an oral presentation at the Association of Research Managers & Administrators Conference (**ARMA 2026**).

You must be registered in order for your presentation to appear in the final programme.

Please refer to the session timings for your presentation sent to you by email. The length of your session may have changed from the original submission. Please review the details carefully.

As per the instructions sent by Abbey following the acceptance of your abstract, please ensure you provide a photo and short biography for all presenters. The option to upload a photo is included in the registration link, and biographies were requested as part of the original abstract submission. Should you have any questions regarding your session details, please contact the Abbey team: armaconference@abbeyuk.com

For short presentations, the session chair will contact you in advance of your session to confirm and finalise all details for the session. In particular, you will discuss and agree the running order and transitions between presentations to ensure the session runs smoothly.

Session chairs will use timecards to indicate to speakers how much time you have left. Please adhere to the agreed upon schedule. Please make sure you allow time for questions and time for changeover between presenters. All presenters must keep to time and may be interrupted if they run into someone else's presentation time.

Some tips on giving a successful oral presentation are given below.

Preparing your Presentation

All necessary audiovisual equipment is provided on site. Presenters will not be allowed to use their own laptop to present without speaking to the technician at Speaker Preview in advance. Only Microsoft PowerPoint (.ppt and .pptx) presentations will be accepted. Presenters have the responsibility of making sure that their files are compatible with PC Windows operating system and Microsoft Office software. Suggested format is 16:9, although we can accept 4:3 format.

Presentations must be in English.

You will not be able to turn up at the session room with your laptop if needed you may bring a USB with your presentation preloaded in the correct format.

Copyright & AI Use

Speakers must ensure they hold rights to all content in their presentation and properly attribute any third-party material. Do not include confidential or personal data without consent. If you use AI tools (e.g., for drafting text, creating images, or translations), disclose this in your materials and clearly label any AI-generated content. You are responsible for fact-checking and ensuring compliance with copyright and data protection laws.

2 Hours Before

A computer and a technician will be available onsite for the entire duration of the Conference at the “Speaker Preview Room” to upload your talk and test your presentation in advance. **Please ensure that your talk is uploaded here at least two hours before the start of your session** (wherever possible). You will not be able to turn up at the session room with your laptop if needed you may bring a USB with your presentation preloaded in the correct format.

Date	Name of room	Location	Opening and closing times
Tuesday 16 June	Speaker Preview	Level 1	3pm – 6pm
Wednesday 17 June	Speaker Preview	Level 1	8am – 5pm
Thursday 18 June	Speaker Preview	Level 1	8am – 1.45pm

15 Minutes Before

15 minutes before the start of your session, report to the room where you are to present to meet the session chair and receive instructions on how to use the AV equipment. A technician will be available should you require any assistance with audiovisual equipment.

During your Presentation

The session chair will be provided with timing cards to ensure the timing for each presentation is maintained. You will be queued as you reach the end of your allocated time and should move on to Q&A.

You will be provided with a microphone which you must use for the duration of the session - refer to EDI additional guidance for further guidance.

Tips for a successful presentation

- Plan your presentation to allow time for questions. You will get more out of the presentation if you obtain questions and feedback from the audience.
- Introduce your presentation by giving some context explaining why the topic is important and what academic problem the research tackles.
- Finish your presentation with clear conclusions that could be a launching point for discussion.
- A rough rule to judge the length of your talk is about one slide per minute (perhaps more if you are presenting simple pictures, less if you are presenting complex images and text which need lengthy explanation).
- You are encouraged to practice your talk beforehand and ensure that you can present in the given time.
- Avoid too much text and over-complex slides. Use a large font for text – both to ensure visibility and to limit the amount of text on your slides. We suggest a minimum font size of 20 or 24. Please see below for additional guidance.
- Build up a complex figure bit by bit using animations.
- Ensure font on graphs and figures are readable (at least 20 sans serif) – a figure from your abstract may need modification to be easily readable when projected.
- Should you be using any music or images within your presentation that are not your own, please ensure you have the correct permissions to do so.
- Include your e-mail address on conclusions slide so people can contact you.

For more guidance on preparing for your session, please read the following EDI guidance for presenters <https://arma.ac.uk/wp-content/uploads/2026/01/EDI-Guidance-for-Speakers-ARMA-2026.pdf>

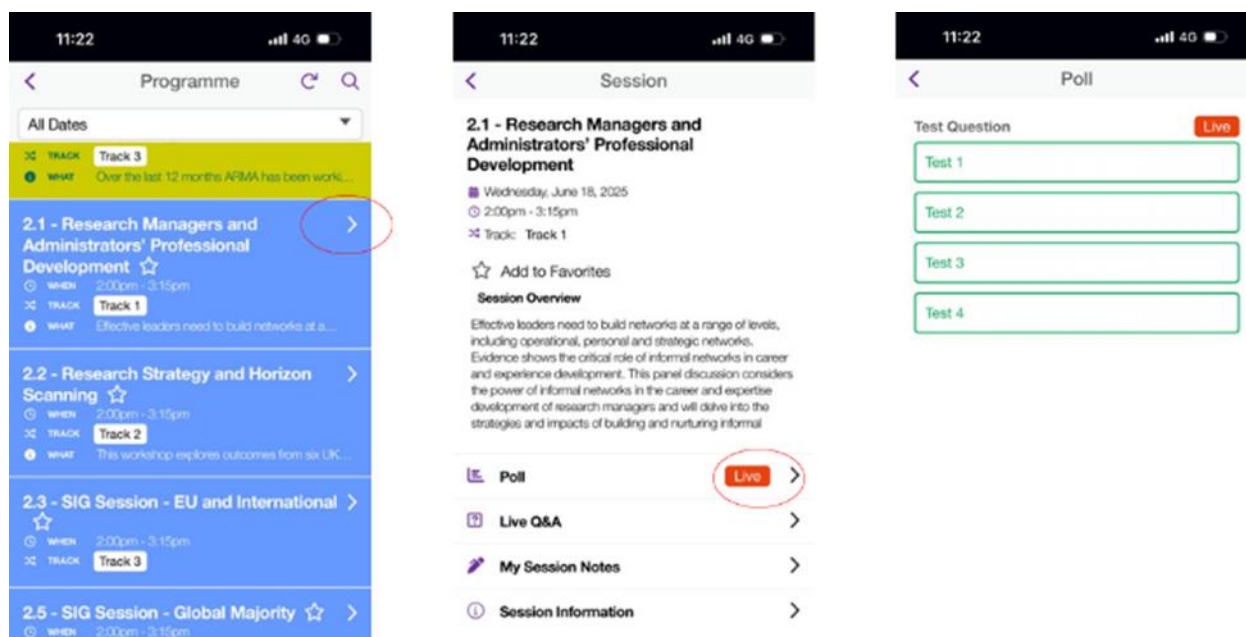
Conference App

Live Q&A

There will be time during each session for delegates to ask questions and this can be done both by raising their hand and using the microphones provided by the assigned volunteer in the room or by using the app. The Chair will then read out the questions allowing you to answer them. You as a speaker do not need to do anything in regards to the Q&A portion of the session other than answer any questions directed your way.

Polls

If you wish to include polls within your presentation, we would encourage you to use the conference app, please ensure you send your questions and selections to armaconference@abbeyuk.com by **Friday 29 May** for them to be included. The polls within the conference app will be managed entirely by the AV and conference staff teams in the room. Please ensure you create a slide with the question(s), prompting our teams to start the poll. Once the poll has started the AV technician will bring the results up on the screen for everyone to see. Please see below a screenshot of how the polls will appear in the app allowing you to direct delegates if needed.



Please note: If you plan on using any external programs such as; Mentimeter or Padlet, please ensure you provide the AV technician within the Speaker Preview room the link & codes required to access it. If the AV technicians are not made aware or given the details prior to your presentation it will not be possible to show any external programs on the main session room screens.

If you have any questions regarding your presentation, please email armaconference@abbeyuk.com