



The University of Edinburgh Learning and Teaching Conference 2025

Presentation Guidance

This page offers some guidance and considerations on producing your presentation and submitting any accompanying content for the 2025 Learning and Teaching Conference. To **increase accessibility** across the Conference, we strongly recommend that all presentations follow guidance on [How to make your PowerPoint presentations accessible](#).

Presentations (10 minutes)

All presenters are asked to ensure that they keep their presentations to a maximum of 10 minutes, focusing on sharing of practice/research and key take-aways. The presentations will be grouped with other 10-minute presentations or a 30-minute panel on a similar topic. The conference has been designed to maximise discussion time so presentations will be followed by plenty of time for questions and discussion with the audience. Presenters do not have to submit a written conference paper if accepted.

Presentations will be scheduled in one of the rooms in Nucleus, King's Buildings. Please refer to the detailed programme of the day to find which room you are presenting in. A floor plan will be available in the Conference Teams site closer to the date of the conference.

Presentation slides: Please ensure you send a copy of any slides you will be using for your presentation, with the following name format: Lead presenter's FirstnameLastname to Karsten.moerman@ed.ac.uk and copy the message to lt.conference@ed.ac.uk by the end of **Friday 6th June 2025**.

We also ask that you **bring your presentation slides with you** on the day.

Panel Discussion (30 minutes)

Panel presentations usually involve someone chairing/inviting a group of people to offer different perspectives on a topic. You may want to ask each person to speak for approximately five minutes each,

before opening the floor to the audience for wider discussion. Or you may pose questions to the panel members, gathering a range of perspectives in this way. You may also want to leave some time to gather some questions from the audience that you can put to specific panel members or to all the panel.

Panel presentations may not need to use slides – this is fine. Alternatively, you may wish to have a couple of slides at the beginning of the session, or for each panel member to have a couple of slides if they present for five minutes. If you invite your panel members to have slides, we advise gathering these together in one set of slides, and then submitting these in advance, as detailed below.

Panels will be held in one of the lecture theatres in Nucleus, King's Buildings. Please refer to the detailed program of the day to find which lecture theatre you are presenting in. A floor plan will be available in the conference Teams site closer to the date of the conference.

Panel slides: Please ensure you send a copy of any slides you will be using for your panel, with the following name format: Lead presenter's FirstnameLastname to Karsten.moerman@ed.ac.uk and copy the message to lt.conference@ed.ac.uk by the end of Friday 6th June 2025.

If the lead presenter is delivering more than one presentation at the conference, please use the previous filename but also include the first two words of the presentation. **We also ask that you bring your presentation slides with you on the day.**

Demonstrations (20 minutes)

Demonstrations are an opportunity to showcase and demonstrate a digital innovation, a learning technology, a specific technique/method, or an application that has potential to transform assessment and feedback approaches. Please plan for a 15-minute demo with 5 minutes for set-up and handover to the next presenter. There will be scheduled discussion time at the end of the session.

Demonstrations will be held in either the Rowan or Hawthorn studio rooms in Nucleus, King's Buildings. Please refer to the detailed program of the day to find which room you are presenting in. A floor plan will be available in the conference Teams site closer to the date of the conference.

Demonstration slides: Please ensure you send a copy of any slides you will be using for your demonstration, with the following name format: Lead presenter's FirstnameLastname to Karsten.moerman@ed.ac.uk and copy the message to lt.conference@ed.ac.uk by the end of Friday 6th June 2025.

If you are using slides, we also ask that you bring your presentation slides with you on the day.

Poster (in-person and/or online)

Please see the separate 'Poster Guidance' document, which provides specific guidance for producing and submitting your poster and accompanying materials for the 2025 Learning and Teaching Conference.

Request an Alternative Format

If you require this document in an alternative format, such as large print or a coloured background, please contact lt.conference@ed.ac.uk