GUIDELINES FOR LIGHTNING TALKS

Are 45-minute sessions not your thing? Or are you looking to explore a new skill? Lightning presentations offer you the opportunity to present your ideas in a short, concise way. They are an increasingly popular form of platform sessions at conferences consisting of a series of short presentations.

This format requires you to write 15 slides, each of which automatically advances after 25 seconds. Each Lightning Talk presentation will be allocated 6.25 minutes in total. AAC users will be allocated 100% extra time if required (12.5 minutes in total) and double the number of slides (30 slides).

You will be informed about the day and time of your presentation during July. There will be yours and five other presentations during the conference session for the Lightning Talks. You are responsible for providing any additional handouts or materials as required on the day.

Please follow the guidelines below regarding Lightning Talks:

- Your name and the name of your organisation, as well as contact details, should be clearly visible on your presentation. Delegates may decide to contact you directly if they have any questions about your presentation or to request a handout.
- Try not to include too much information in your presentation. Lightning Talks have a set structure and only last a few minutes. The key to a successful Lightning Talk is to focus on one or two key ideas. Don't try to cram in all the details and keep it tight! Remember – less is more.
- We would recommend using images rather than lots of text on your slides. Many successful Lightning Talks have images that complement what the speaker is saying instead of long texts and numerous bullet points.
- **Data Protection**: Make sure you have permission to use the images in line with current Data Protection legislation. Please do not use images that require consent for reproduction. We would advise only using images that are deemed free for use in the public domain. If there are photographs included in your presentation, we recommend that you obtain written permission from each individual for their explicit use in your presentation.
- Practice – getting your point across in 6.25 minutes is a different skill from doing a 45-minute session, therefore we'd recommend you practice your presentation in advance. Luckily, shorter presentation times also mean that rehearsals are less time-consuming!

If you have any questions, please contact admin@communicationmatters.org.uk or call us on 0113 343 1533.