



COMMUNICATION MATTERS INTERNATIONAL AAC CONFERENCE
11-13 SEPTEMBER 2022, UNIVERSITY OF LEEDS

GUIDELINES FOR WORKSHOPS

You will be informed about the day and time of your workshop during July. You are responsible for providing any additional handouts or materials as required on the day.

Please follow the guidelines below regarding workshop presentations:

- Remember that your workshop can be no more than 45 minutes, including time for discussion/questions, this is an absolute maximum.
- Your workshop can include a presentation but should also contain a practical or demonstration element.
- If you have a presentation element then 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.
- If you are using slides / visual aids, they can have more impact if images or diagrams are used to highlight the key points. Including a balance of text and images is recommended where appropriate. Keep background colours light and choose a clear font.
- Practice – we'd recommend you practice your presentation in advance. Develop a narration to present and then practice it to make sure that you can deliver it smoothly.
- **Data Protection:** Be aware that your presentation can be viewed by delegates, so 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.

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