**Ca-PRI 2025 Guidelines for presenters**

**Oral Abstract Presentations**

We’re excited to have you present in our Breakout Sessions! Here’s what you need to know to make the most of your presentation:

**When & where:** Oral abstract presentations will be held in designated breakout session rooms during assigned time slots. Please refer to the conference programme for your specific presentation time and room.

**Timing:** To ensure a smooth session, please arrive at your assigned room at least 5 minutes before your session begins to meet the session chairs.

**Presentation format & submission:**

* Your presentation should be created using Microsoft PowerPoint and saved as a .pptx file.
* Your slides should be in widescreen (16:9) format, and any videos should be embedded in the .pptx file
* Ensure that your slides are clear, visually engaging, and easy to read from a distance.
* Submit your presentation to **mcrccomms@manchester.ac.uk**by **midnight** **Sunday April 6th 2025.** Name the file as follows ‘[Presenter’s last name]\_CaPRI2025.pptx’. Late submissions may not be accepted.

**During your presentation:**

* Each presentation will last 8 minutes, followed by 3 minutes allocated for questions and discussion.
* The session chairs will give you a 30-second heads-up before your presentation time concludes.
* Please adhere strictly to the time limits to ensure a fair and timely session.

We appreciate your participation and look forward to your insightful oral abstract presentation!

**Lightning Talk Presentations**

We’re excited to have you present in our Breakout Sessions! Here’s what you need to know to make the most of your presentation:

**When & where:** Lightning presentations will take place in parallel breakout sessions during designated time slots. Each session will feature multiple presentations, with each lightning presentation lasting 3 minutes plus an additional 2 minutes for Q&A. Please refer to the conference programme for your specific presentation time and location.

**Timing:** To ensure a smooth flow, please arrive at your designated session area at least 5 minutes before your scheduled start time to meet with the session chairs.

**Presentation format & submission:**

* Your presentation should be created using Microsoft PowerPoint and saved as a .pptx file.
* Your slides should be in widescreen (16:9) format, and any videos should be embedded in the .pptx file
* Ensure that your slides are clear, visually engaging, and easy to read from a distance.
* Submit your presentation to **mcrccomms@manchester.ac.uk**by **midnight** **Sunday April 6th 2025.** Name the file as follows ‘[Presenter’s last name]\_CaPRI2025.pptx’. Late submissions may not be accepted.

**During your presentation:**

* The session chairs will give you a 30-second heads-up before your presentation time ends.
* Presentations will be strictly limited to 3 minutes, followed by 2 minutes for Q&A to keep the schedule on track.

We appreciate your participation and look forward to your engaging lightning talk presentation!

**Digital Poster Presentations**

We’re excited to have you present at our Digital Poster Sessions! Here’s what you need to know to make the most of your presentation:

**When & where:** Digital poster presentations will take place at four parallel Digital Poster sessions during lunch & networking breaks. Each session will feature five presentations lasting **3 minutes** with an additional **2 minutes for Q&A**. Please check the conference programme for your presentation time and location.

**Timing:** To ensure you're ready to go, please arrive at your assigned station **5 minutes** before your session begins to meet the session chair. As a courtesy to other presenters please arrive at your presentation location at the start of the session and aim to remain throughout the entire 25-minute presentation time. Presenters are encouraged to have their lunch at the start of the break, as there will be at least 30 minutes before presentations begin.

**Digital Poster format & submission:**

* Your presentation should be created using Microsoft PowerPoint and saved as a .pptx file.
* Your slide should be in widescreen (16:9) format.
* Your Digital Poster should be prepared on **one** PowerPoint slide.
* Ensure that your posters are clear, visually engaging, and easy to read from a distance.
* Submit your presentation to **mcrccomms@manchester.ac.uk**by **midnight** **Sunday April 6th 2025.** Name the file as follows ‘[Presenter’s last name]\_CaPRI2025.pptx’. Late submissions may not be accepted.

**During your presentation:**

* The session chair will give you a heads-up when you have **30 seconds** remaining.
* Presentations will be stopped at the **3-minute** mark to keep the schedule on track.

We appreciate your participation and look forward to your presentation!

**Online Poster Presentations**

We’re excited to be able to display your Online Poster during the conference. Here’s what you need to know to make the most of your Online Poster:

**When & where:** Online posters will be displayed on large screens around the conference venue in a rolling presentation format across the two days. You will be advised in advance which room your Online poster will be displayed in and when. Please check the conference programme for further details.

**Online Poster format & submission:**

* Your presentation should be created using Microsoft PowerPoint and saved as a .pptx file.
* Your slide should be in widescreen (16:9) format.
* Your Online Poster should be prepared on **one** PowerPoint slide.
* Ensure that your posters are clear, visually engaging, and easy to read from a distance.
* Submit your presentation to **mcrccomms@manchester.ac.uk**by **midnight** **Sunday April 6th 2025.** Name the file as follows ‘[Presenter’s last name]\_CaPRI2025.pptx’. Late submissions may not be accepted.

We appreciate your participation and look forward to your presentation!