

## **AM11: Presentation Guidelines**

Congratulations on being selected for a talk at the Appearance Matters 11 conference in June 2026. Please take the time to read the guidance below.

Don't forget to register for the event by 1 May 2026. You can register via the [conference website](#).

### **Length**

To ensure a smooth session and to keep timings of the conference on track, please pay close attention to the time you have been allocated for your talk. It is **essential** that you keep to time. Chairs will monitor time; please co-operate with their instructions.

- Full-length oral presentation (15 min + Q&A)
- Short talk (5 min + Q&A)
- Self-organised symposium (90 minutes)
- Roundtable discussion (60 minutes)

### **Creating your content**

When creating your presentation, please take steps to ensure your content is accessible to all. These include, but are not limited to:

- Avoid overcrowding slides by keeping bullet points to a minimum and text concise.
- Use a legible font and size [at least 24 PT]. Please do not use Serif fonts.
- Do not use colour combinations that others may struggle to distinguish between, e.g., red and green, green and brown, yellow and white, green and blue etc. Check your colour choices using [WebAIM's](#) contrast checker.
- Include images where possible (and ensure you have permission to use them) - these can be useful to replace text. Please use images that do not rely heavily on a UK cultural context to convey a meaning, as we have an international audience.
- Avoid flashing images and GIFs.
- *Consider* having one slide per minute, to avoid rushing to get through all the slides.

- Think about how your slides will look to delegates at the back of the room - this can be a particular issue with tables and figure labels.
- When you have finished creating your slides, you can use [Accessibility checker](#) in Microsoft Office to check accessibility issues and the [Hemingway App](#) to check your language is clear and straightforward. There are also some tips for creating accessible PowerPoint presentations [here](#).

### **A note on language**

We acknowledge that there are ongoing debates over language, within and outside our communities and activisms, and welcome informative and productive conversations about this at the conference. We request that your choice of words is inclusive and respectful when you present your work.

- For example, we recommend using the term ‘visible difference’ rather than ‘deformity’, or ‘higher weight’ rather than ‘obesity’. Here are some related resources you may find helpful:
  - [Journal Article Reporting Standards for Race, Ethnicity, and Culture \(JARS-REC\) \(apa.org\)](#)
  - <https://disabilityunion.co.uk/person-first-or-identity-first-the-importance-of-language/>
  - What words should we use to talk about weight? A systematic review of quantitative and qualitative studies examining preferences for weight-related terminology: [https://media.ruddcenter.uconn.edu/PDFs/Puhl-2020-Obesity\\_Reviews.pdf](https://media.ruddcenter.uconn.edu/PDFs/Puhl-2020-Obesity_Reviews.pdf)
  - <https://weightandhealthcare.substack.com/p/inclusive-language-for-higher-weight>
  - <https://www.changingfaces.org.uk/about-visible-difference/what-is-visible-difference/>
- Use gender-neutral language to refer to your participants where appropriate, if you have a mixed gender group.
- Contextualise your work e.g., if your participants are all white British and able bodied, be explicit and mindful of this when reporting findings (i.e., whom your work is representative of and whom it generalises to).
- Be mindful of jargon and avoid/minimise colloquialisms and idioms where possible, as some audience members may not be familiar with them. If you do use these in your presentation e.g., it is part of presenting your findings, please provide additional context or explanation to situate this and clarify meaning.

- Please be careful in making assumptions about your audience when interacting with them (e.g., when asking them to participate) - some aspects of diversity are not visible. Please refrain from ableist assumptions and language, as well as assumptions related to sexual and gender identity and class. If asking for audience participation, it can help to use a poll and read out the findings rather than ask for a show of hands.

### **Creating and sharing links**

Links are great for navigation, but you need to signpost your links to help those using assistive technology. Avoid using the URL itself, and don't use words like *click here*. Instead, use descriptive text as your link text.

### **Audio visual content**

Please use closed captioning for videos (e.g., platforms such as Zoom, Microsoft Teams and YouTube allow auto-generation of transcripts for free, which may only need light editing and save time) and alt text for images. Alt text should convey the content and purpose of an image concisely and precisely. Programmes such as MS Word can help you generate this easily. Please also use this for charts to convey key points concisely.

### **Sharing your presentation**

Please send your slides to Emma Thomas (researchevents@uwe.ac.uk) by 5pm BST on Monday 1 June 2026 for us to preload your presentation into the correct room on the day. If you are unable to send your presentation in advance, please bring it with you on a USB stick and attend your room in plenty of time to load it onto the laptop. Please let us know if you would be happy for your slides to be shared with delegates after the event.

We look forward to welcoming you in June and hearing more about your research. If you have any queries, please contact [CAR@uwe.ac.uk](mailto:CAR@uwe.ac.uk).