

Virginia Woolf Conference 2025 – Presentation Instructions and Accessibility Guidelines

We are delighted that this year's conference has attracted over 350 participants, and we ask for everyone's cooperation to make the conference accessible to all and to ensure that sessions finish on time and do not overrun. Keeping to time will not only help with smooth running but also ensure that we look after everyone's wellbeing by guaranteeing breaks in between sessions. Please read the following guidelines which we have put together with the generous assistance of Shilo McGiff and Benjamin Hagen.

The most important points to note are:

- All sessions are 90 minutes (unless otherwise advertised).
- We ask that presenters on 3- and 4-person panels speak for no longer than 15 minutes, leaving ample time for discussion.
- Chairs and participants should meet in their room 15 minutes before their session, and should ensure it starts and ends on time.
- Presenters should provide access copies at least one week in advance, by uploading these to the conference Google Drive (see link in email and instructions here).
- Presenters are strongly encouraged to create a QR code that links to their presentation paper/materials, and bring a couple of printed copies (including large print).
- Presenters should follow guidelines on preparing accessible presentations/materials.

Timing

All sessions are 90 minutes unless otherwise stated. To help with timing, we ask that the chair and presenters meet in their allocated room 15 minutes prior to the start of the session. For all three and four-person panels we request that presenters speak for no longer than 15 minutes.

IT

All conference rooms are equipped with a PC, desktop/ceiling microphones and projector system. Please bring any Powerpoint presentations on a USB stick. Printed instructions on using the PCs, as well as guest log-ins, will be provided in each room. If you experience technical issues during your session, please send a delegate to the conference registration desk to request support.

Chair's Responsibilities

The chair's responsibility is to:

- manage room capacity (e.g. when the room is full, ask subsequent arrivals to go to a different session),
- keep track of time, including opening and closing the session promptly,
- introduce the session's presenters,
- distribute access copies of presentations,
- offering accessible accommodations e.g. checking all attendees can see/hear/follow the presentation,
- and moderate post-presentation Q&A.

Chairs should take note of the suggested panel session structure below and be ready to ask questions of their own during the session as the occasion arises.

Note: No speaker bios required. For this year's conference (and in keeping with the conference theme) we will be eschewing more standard institutional bios in favor of simply giving the presenter's name and title of the paper.

We will provide laminated cards for the chair to hold up and indicate to a speaker when their time is coming to an end, and when it has finished. Please do make use of these.

Session Structure

For all three and four-person panels we request that presenters speak for no longer than 15 minutes and suggest the following structure:

- 2-3-minute welcome and introduction
- 15-minute presentation
- 2-3-minute transition between presentations
- 15-minute presentation
- 2-3 minute transition between presentations
- 15-minute presentation
- 2-3-minute transition
- 15-minute presentation
- 2-3-minute pause (for people to process and finalize questions/notes; to stretch legs)
- remaining time (approx. 20-35 minutes): Q&A

Roundtables, workshops, and dissident presentations may determine how best to use the allocated time.

Access Copies

We ask that all presenters provide attendees with a copy of the presentation if they are reading the presentation from a written text.

There are three common ways to share an access copy with attendees:

1. A physical copy
2. An electronic copy (e.g., a Google Doc) via QR code or direct link provided on Powerpoint slides (see Benjamin Hagen's helpful guidelines on using Google docs [here](#); guidance on QR codes [here](#); and a handy QR generator tool [here](#))
3. An electronic copy uploaded to the conference Google Drive (see separate instructions on our website; the link to the Google Drive has been shared by email). Please aim to upload your file(s) at least 1 week in advance of your session, to allow other attendees time to read ahead.

In the case of physical access copies that presenters bring to their sessions, the chair will handle their distribution by asking if any attendees would like a copy. Presenters should communicate whether they would like these copies returned to them. Presenters should ensure that print copies are easy to read: double-spaced with readable font and font size (e.g., Arial, size 14).

Slides

- Sans serif fonts are ideal for virtual presentations/electronic text.
- Consider whether any text you plan to show is large enough that people in the back of the room may see it; 24 pt font is generally recognized as a recommended minimum.
- High contrast between text and background make the slides easier to read.
- Large and simple fonts for text include Arial, Verdana and Tahoma which all have a high accessibility ratings.
- Activate slide images with rich auditory descriptions. A rich auditory description can range from basic information about the image to more vivid details.
- Enable audio captions on any video you may choose to use.
- [See this helpful Accessible Presentation Guide](#)

For other queries about accessibility please see our website or head to the registration desk.