



**National Sustainability Society Inaugural Conference
October 20-22, 2025
PRESENTATION GUIDELINES**

ADVANCED PRESENTATION SUBMISSION

It is **critical** that we receive your submission in advance. This will help us ensure that your file opens without issue and help us to start all sessions on time. Please submit your presentation between October 16 - 19 and **absolutely no later than October 20th**.

1. Title your presentation using the file name LastnameFirstname (e.g., WillisJoseph) and upload your submission only as .pdf, .ppt, or .pptx. If you need to re-upload, please use the file name LastnameFirstname1 (e.g., WillisJoseph1).
2. You will need to know your session title and track ID. If you do not know your session title and track ID, please check the [latest version of the conference program](#).
3. Visit the [NSS Conference Presentation Submission Page to upload your file. We will send this link and update this resource document in late September.](#)
4. Bring a copy of your presentation to the conference on a USB.

Please note:

- A Google account (free) is required to submit with this form. If your country has firewall constraints, please contact NSS organizers for alternate submission options.
- The maximum file size per presentation is 50 MB. Presenter notes may not be viewable on venue computers. Please save notes separately and bring them with you.
- No presentations will be accepted by email (unless approved by NSS organizers).
- Poster presenters need not submit their poster file (see separate poster guidelines).

STRICT PRESENTATION LENGTH POLICY

- Oral, Symposia Sessions
 - 5 talks: up to 10 minutes each
 - 4 talks: up to 12 minutes each
 - 3 talks: up to 15 minutes each
- Flash talks are 4-5 minutes.
- An NSS Resource Team Member will hold up a time card when 2 minutes remain, when 30 seconds remain, and when you absolutely must STOP.

THANK YOU for adhering to your allotted time so that each presenter has equal time to share their work and everyone can engage in productive discussion at the end of the session.

General Guidelines for Presentations

1. PPT, PPTX, or PDF format.
2. Standard 4:3 ratio (change in Slide Size in PowerPoint Design Ribbon)
3. Prepare your presentation as a single file to run on a PC with Windows operating system. Apple computers are not available and personal computers cannot be used.
4. Presentations will be stored in Password-protected Google Folders, accessible on conference room computers, by conference resource team members only.
5. Remember your presentation is time limited and questions will be taken after all presentations are complete.

Production of Presentations

1. As a general rule, we suggest 1 slide per minute. Structure is up to you, but consider for a 10-12 minute presentation:
 - a) Title slide - Name, affiliation, presentation title
 - b) 1 slide with the hypothesis or question you will talk about
 - c) 3-4 slides covering the “meat” of your work
 - d) 1 or 2 slides that summarize the work and offer points of discussion
 - e) 1 conclusion slide
 - f) 1 thank you/acknowledgements/contact slide
2. Keep visual aids simple. Convey only one idea per table, figure, or title slide. Figures from publications, theses, or dissertations normally do not make good PowerPoint slides. Too much detail detracts from the primary message. Use appropriate blank space.
3. Text on title slides should be restricted to 7 lines. Go for big and easy to read.
4. Use Arial or Times New Roman fonts for all slides. Bold type may be effective on title slides. This is to prevent problems with incorrect font/character substitution that occurs when presentations are prepared in fonts not available on the conference computers. Saving a presentation with embedded fonts increases the file size of your presentation.
5. Use appropriate and compatible colors. Avoid white backgrounds. Color combinations with pleasing contrasts are preferable (e.g. white or yellow type on a blue background, and yellow type on a green background). Avoid dark slides and overly dark backgrounds. Color blind people cannot distinguish between red and green.
6. To reduce the size of your file, consider:
 - a) cropping images in an image processing package, not in PowerPoint, and then inserting them into your presentation
 - b) saving images in Portable Network Graphics (PNG) format
 - c) reducing picture resolution. Resolutions greater than 120 dpi do not improve the projected image, but do bloat file size and slow presentation loading time. In your PowerPoint, right click on a picture and select Format Picture→ Compress, then check the boxes to select “ALL pictures in document” and for “Web/Screen display.” This will allow easier upload and good resolution.
7. Try not to read from a text, but if you must, make sure the text is written in spoken English (which is different, and less formal, than written English).
8. Practice your talk beforehand to make sure you’ve got the timing right.

At the conference

1. Arrive at your session 10 minutes prior to the beginning of the session (not your presentation). Check-in with the session chair and NSS resource team member. Each session room will be equipped with a PC computer and a projector. You will advance your own slides.