

PRESENTER BRIEFING NOTES

IPGRC 2022: Resilience in Research and Practice

School of Science, Engineering and Environment (SEE), University of Salford, UK
4 - 6 April 2022

Presenter Briefing notes

Thank you for speaking at the forthcoming IPGRC 2022 conference and sharing your research. Below is some information about the conference and regarding formatting and submission of presentation slides.

Please send your presentation slides to ipgrc2022@salford.ac.uk by **Monday, 28th March 2022** so that we can pre-upload them and ensure that the format is compatible etc.

If you have any organisational questions about the conference, please contact Vicky Lee at ipgrc2022@salford.ac.uk.

Conference Audience

At the conference doctoral candidates from a broad range of universities and countries will be presenting their current research projects. The scope of the conference encompasses contemporary urban challenges, sustainable developments, cross-disciplinary methodologies and new technologies in architecture and construction. While the audience will mainly consist of doctoral candidates and academics, it is also open to undergraduate and post-graduate students as well as stakeholders and industry partners who are involved with research projects.

Presentations

Please ensure your presentation is between c20-25 minutes long. The best way to confirm exact timing is to read a pre-prepared text and to limit the number of slides. Although each research project and presentation is different, it takes in most instances about 1-2 minutes to discuss the content on a slide. We therefore suggest limiting the number of slides to between 15-30.

Slide formatting

- Please send your slides as a ppt file to ipgrc2022@salford.ac.uk by Monday, 28th March 2022.

- If you are unable to send slides by this deadline, please liaise with your session chair or the conference chair Dr Tanja Poppelreuter via ipgrc2022@salford.ac.uk in advance.
- To accommodate a diverse audience, please be aware that some abbreviations and acronyms might only be understood by people familiar with your subject matter of research. Please keep these to a minimum and write out those that are not universally understood.
- Consider limiting branding of your university to the first and last slide.
- Please do add your name, affiliation, and email to the first or last slide.

Software check

Prior to the conference we would like to invite you to a tech check. This is a short session where we can ascertain that you can access the conference without difficulties, demonstrate the software and provide relevant information to support your presentation on the day. Vicky Lee will be contacting you to book a session.

Biography and photograph for online platform

Our virtual conference is being hosted via an online platform from which all sessions will be accessible. Here, the biographies and photographs of presenters will be available as well. Please send a short (250word max) biography in text format (please not as a table or in bullet points) to Vicky Lee at ipgrc2022@salford.ac.uk. Conference delegates will be able to connect with you via the platform if they are interested in your work.

Preparing individual presentations on the day of the conference

- Our tech team will send a diary invite and link to your diary. This will happen by mid-March. When you are speaking, please use this link to enter the session to present your paper.
- Please log into the session 15 minutes earlier than the time stated on the conference programme so we can ensure that everyone is able to be seen and heard and that there are no tech issues.
- Please make sure you have given a contact phone number to the admin/tech team so that they can call you on the day if necessary.
- Once you are logged into the session you will be looked after by the chairs of that session.
- Please be aware that all sessions are being recorded and will be loaded back on to the virtual platform for delegates to view in their own time. If you do not wish to consent to being recorded, please let us know.

Cancellation

Should something unexpected happen, we offer the opportunity of recording your presentation in advance or asking a colleague to present on your behalf. Please contact your session chair and Vicky Lee at ipgrc2022@salford.ac.uk as soon as you know that you no longer can present at the conference.