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## 1. General

Welcome to the presenter guide for the University of Manchester Teaching and Learning Conference 2025, and thank you for your submission to the conference! We hope you are looking forward to this as much as we are!

We aim to provide information for all aspects of presenting at the conference in this document but if, after reading, you still have any outstanding questions please come along to our drop-in session, online, **Tuesday 17<sup>th</sup> June, 16:00-16:45**, [Zoom link here](#), or email us at [teaching.learning@manchester.ac.uk](mailto:teaching.learning@manchester.ac.uk).

### **1.1 Schedule and social media**

You can find [our schedule here](#). Please use #ITLConf25 in any social media posts about the conference.

### **1.2 Registration**

All presenters and co-presenters, regardless of their session type, should have already registered for the conference. If you have any problems reserving tickets, please contact [esme.davies@manchester.ac.uk](mailto:esme.davies@manchester.ac.uk).

### **1.3 Presentation submission**

We ask that all presenters submit their presentation in .ppt or .pptx format (or pdf if a poster) in advance of the conference by **5pm Wednesday 18<sup>th</sup> June** by emailing [esme.davies@manchester.ac.uk](mailto:esme.davies@manchester.ac.uk). If your file is too large to attach to an email please either share a link to the document or transfer it via wetransfer or zendto.

#### **1.4 Venue**

The conference will take place in University Place (building 37 on the [campus map](#)), with registration, refreshments, poster boards and exhibitors all on the ground floor in the drum (the main open area). Lunch will take place in the ground floor market place, and the plenary sessions will take place in lecture theatre B. Sessions will take place in flat rooms across floors 1-4 in the building – see schedule for room details. All flat rooms will be set up in cabaret style and will have a laptop loaded with all presentations, and connected to the internet, ready at the front of the room. There will also be a prayer room (2.217) and a quiet room (2.219). The drinks reception (Weds 2<sup>nd</sup> July, 4:30-6:30) will take place in Christies Bistro.

#### **1.5 On arrival at the conference**

On arrival at University Place, presenters need to visit the registration desk on the ground floor. There is no need to register on subsequent days if you are attending for more than one day. If you are bringing a poster presentation please alert the conference team when registering and they will show you where to exhibit your poster.

#### **1.6 Facilities in your presentation room**

All sessions will be facilitated by a member of the conference organising team who will introduce speakers and chair discussion (apart from in Wicked Problem Sets – see below). Each room will also have a whiteboard and a stationary pack with post-it notes, pens, whiteboard pens, and A1 paper. Each floor has a water cooler in the lift area.

#### **1.7 Hybrid**

The conference offers an online (YouTube streaming) attendance option for attendees only, for all session types except wicked problem sets. **All presenters must be in attendance in person on the day of their presentation unless agreed prior to the event.** All rooms will have a member of the conference organising team present who will act as an online facilitator. They will introduce themselves to speakers and will feed in any questions from the chat.

#### **1.8 Student team support**

We are grateful to be supported by a team of students from the award winning Library Student Team. They will be wearing red student team t-shirts and will be there to help and support so please don't hesitate to ask any questions.

#### **1.9 Media Services Support**

The conference will be supported by Media Services. If there are any AV issues on the day please contact your room facilitator, or a student team helper, who will call media services.

## 2. Inclusive conference practice

We are committed to ensuring that this conference provides a safe environment for all participants, built on mutual respect. We require everyone to abide by [the University's Equality, Diversity and Inclusion Policies](#). We will not tolerate any form of bullying, harassment, discrimination, gender-based violence, hate or micro-aggressions. If you or someone at the conference experiences this please raise it as soon as possible with the session facilitator, colleagues on the ITL desk, or use the [University's Report and Support service](#).

Please remember that not all disabilities are visible.

In rooms where microphones are available, please use this both during your presentation and for question-and-answer sessions, rather than asking attendees whether they can hear you adequately without.

We draw on the AdvanceHE conference organisers guide to suggest the following inclusive ways that presenters can address the audience:

Instead of:

- "Good morning ladies and gentlemen" try "Welcome everyone" or "Welcome colleagues";
- [taking questions] "Yes, the lady in the back?" try "our colleague on the back table" or "The delegate in red";
- "As we all know..." try "Some of you may be aware that ..."
- "I'm sure we all heard that fine..." try "Let me just repeat that for everyone's benefit..." or "Please could you wait for the mic?"
- Assuming pronouns (he/she/they) please check, or use 'they'/them' or a gender-neutral pronoun;
- "The university sector/we in universities" try "higher education providers";
- "Overseas"/"foreign" use "International";
- "Person with disabilities" use "Disabled person";
- "Both women and men"/"both genders" use "Women, men and non-binary people" or "all gender identities"

There will also be a prayer room (2.217) and a quiet room (2.219).

[The Accessible University of Manchester App](#) provides further information about accessibility in the venue and elsewhere on campus.

We encourage all attendees to wear pronoun badges, available from the registration desk, and attendees are welcome to use the toilet facilities which align with their own gender identity.

### 3. Standard Paper Presentations

All standard paper presentations are grouped in one hour sessions, comprising three papers each. We have tried to group papers thematically by either content, the conference theme you submitted to, or both.

Your paper should be 15 minutes in length with 5 minutes for questions and the room facilitator will indicate that you have 5 minutes and then 2 minutes left, and then that you should finish.

You should submit your slides in advance, by 5pm Wednesday 18<sup>th</sup> June to [esme.davies@manchester.ac.uk](mailto:esme.davies@manchester.ac.uk). Please also bring your PPT with you on a memory stick in case of any problems.

Presentations will be recorded unless you asked for them not to be recorded when you submitted your abstract. Please ensure that any copyrighted material is correctly attributed.

We follow AdvanceHE's good conference practice in asking that you ensure that your presentation adheres to the following accessibility guidelines (bullet points taken from "AdvanceHE Conference Presenter Guidance"):

- The amount of text per slide should be limited to allow for increased font size and to allow time for all delegates to read content. Be aware that neurodiverse delegates may need longer to read content.
- Strong contrast should be used between text colour and background, and multiple text colours throughout the slide deck should be avoided.
- Sans serif fonts should be used where possible, in 18pt or larger.
- Images within slides should include a caption that describes the image but does not overlay the image.
- 'Alt text' for graphics and 'image description' for photos and images should be used whenever these are included in presentations (so that these are accessible to the visually impaired when presentations are shared).

### 4. Lightning Talk Sessions

All lightning talk sessions are grouped in one hour sessions, comprising five papers each. We have tried to group papers thematically by either content, the conference theme you submitted to, or both.

Your paper should be 5 minutes in length with 5 minutes for questions and the room facilitator will indicate that you have 1 minute left to speak, and then that you should finish.

For lightning talks you should have no more than 20 slides. You should submit your slides in advance, by 5pm Wednesday 18<sup>th</sup> June to [esme.davies@manchester.ac.uk](mailto:esme.davies@manchester.ac.uk). Please also bring your PPT with you on a memory stick in case of any problems.

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## 5. Poster Presentations

**Making your poster:** Your poster should be A1 in size, and colour printed. It can be either landscape or portrait. It does not need to be laminated but you can if you wish. You can receive guidance and training in good poster presentation production from the University of Manchester Media Services [Graphic Support Workshop](#), based in the Humanities Bridgeford Street Building. The same team can also print your poster – [their price list is available here](#). Please ensure plenty of time to contact and work with the Graphic Support Workshop (ideally a month to two weeks). If you are a student or postgraduate and may have trouble covering the costs to print your poster please contact the conference team as soon as possible so that we can support you with this.

**Presenting your poster:** Your poster is presented in three ways.

- i. **Online:** Please send it in advance by 5pm Wednesday 18<sup>th</sup> June to [esme.davies@manchester.ac.uk](mailto:esme.davies@manchester.ac.uk). It will be made available after the conference online.
- ii. **In person exhibition:** On arrival at the conference (ideally on the first morning) please alert the conference team when registering that you have a poster and they will show you where to exhibit your poster. It will be exhibited in the ground floor "Drum" area of University Place and all attendees will be able to browse and read it whilst having refreshments and throughout the duration of the conference. You should ensure that you collect it at the end of the conference.
- iii. **Presentation:** You are required to give a 5 minute spoken presentation on your poster. There is one poster session, comprising ten papers. Your paper should be no longer than 5 minutes in length and the room facilitator will indicate that you have 1 minute left to speak, and then that you should finish. You do not need slides if you don't want – you can just show your poster if you wish.

You should send a digital version of your poster and your slides in advance, by 5pm Wednesday 18<sup>th</sup> June to [esme.davies@manchester.ac.uk](mailto:esme.davies@manchester.ac.uk). Please also bring your presentation with you on a memory stick in case of any problems.

Presentations will be recorded unless you asked for them not to be recorded when you submitted your abstract. Please ensure that any copyrighted material is correctly attributed.

## 6. Wicked Problem Sets

A wicked problem set is a 1 hour session in which the session organisers introduce an issue/big question linked to the themes of the conference with a brief presentation, before the participants act as an action learning set, joining in a roundtable discussion on the topic and putting together a summary of thoughts and recommendations at the end.

An important aspect of wicked problem sets is that they may be discursive, collaborative spaces and should not simply be a one hour presentation! We ask that outcomes of all wicked problem sets be written up, e.g. TEA blog posts.