



The London Student Sustainability Conference Presenter Checklist

As soon as you have received confirmation of your place at the conference you can start creating your presentation. Presentation slides are a quick way of presenting research and projects in a visually attractive and informing format. They are designed to give a taster of what your work is about; more to guide the discussion and highlight key points. Please use the checklist below to ensure your presentation meets all the Conference requirements.

22nd January 2027 Final presentation slides deadline	Deadline for sending an electronic copy of your presentation in PowerPoint (only) format. <u>Slides cannot be updated after this date</u>
Wednesday 24th February 2027 Conference	London Student Sustainability Conference 2027 hosted at University West of London

Design

- Format – Submit your presentation in PowerPoint format only.
- Layout – Information should flow down the page so that the reader's eye naturally follows it.

Accessibility

- Background – A presentation background should be simple and uncluttered so that it does not distract from the content. Consistent styles across slides create a professional look, and strong contrast between text and background ensures readability.
- Font – Fonts should be clear and easy to read, with sans-serif styles such as Arial or Calibri working best. Using no more than two fonts keeps the design clean, and sizes should be large enough for visibility, with titles (typically font size 28-40) bigger than body text (typically font size 18-24).
- Colour – A limited colour palette of two or three main tones with one accent colour helps maintain clarity. High contrast improves legibility, while colour psychology can reinforce the message. Care should be taken to avoid combinations that are difficult for colour-blind viewers.
- Formatting – Formatting should keep slides simple and consistent, with minimal text and plenty of whitespace. Key points can be highlighted with bold or colour, but emphasis should be used sparingly. Consistent alignment and layout make the presentation easier to follow.

Find out more about how to [create accessible content](#)

Content

- Name and presentation title – Clearly display these on the first slide of your presentation.

- University logo – Must be displayed on your presentation and be clearly visible. Do not stretch or distort the logo. You can obtain this logo from your university or request the logo from our conference team.
- Acknowledgements – Acknowledge relevant universities, academics, departments, research councils, businesses or other external partners, if applicable. At the end of the presentation, just before your closing/thank-you slide is a good place to do this.
- Jargon-free – Your presentation will be read by a mixed-discipline, non-specialist audience so you need to present your project or research in a way that the audience can understand it. This includes making sure your text is jargon-free and you explain technical terms where necessary.

Graphics, e.g. images, tables, logos, graphs and photographs

- Relevance – Use graphics that are relevant to your work and help you to illustrate a point that may be difficult to convey in words alone.
- Permission – Ensure you have obtained copyright permission for any data or graphics that you have not created yourself. You also need to reference them properly. PowerPoint and websites such as www.unsplash.com and www.pixabay.com which have copyright free images.
- Captions – Refer to the graphics you use in your text so that the audience understands their relevance. Place explanatory captions near to graphics as necessary.
- Resolution – Make sure that any graphics you use will still be clear and good quality when they are enlarged for your presentation.

Final Checks

- Does your presentation **convey the message** you want to get across?
- Have you **spell checked** your presentation?
- Have you checked that your margins are set the way you want them?
- Have you given enough room for images, tables and diagrams?
- **Does your presentation include any jargon or technical words which the audience may not understand?** We recommend asking someone who is not from your course to look over your presentation before you finalise it. They will be able to tell you if it is clear to read and understand, and they might spot any mistakes that you haven't noticed.

Submission

Submit an electronic version in PowerPoint format (only) to the Conference team by emailing hello@lsscnetwork.com

Deadline for submission is Monday 22nd January 2026.

Presentations submitted after this date **will not be accepted**