

# NRL Workshop Presentation Guidelines



## 1. Disclaimers

- **Scientific Excellence:** At NRL, we prioritise delivering presentations that are scientific in nature. Our focus is on providing evidence-based information and sharing our research findings with clarity and precision, ensuring that our audience receives valuable and credible insights.
- **Presentation Recording:** Please be aware that presentations will be recorded, and photos will be taken during the workshop. By attending, you consent to being photographed and recorded, and you agree that NRL Science of Quality may use these recordings and photos for educational, promotional, and informational purposes.

## 2. Presentation Format

### Oral –

- **Presentation Length:** Presentation durations are determined by the Scientific Committee or outlined in your sponsorship package guidelines, ranging from 15 to 45 minutes. The Scientific Committee reserves the final decision on presentation lengths. If you have a preferred time slot, please contact us at [nrlworkshop@nrlquality.org.au](mailto:nrlworkshop@nrlquality.org.au) or reach out to Dhru Xiros, Marketing & Customer Relations Manager, at [dhru@nrlquality.org.au](mailto:dhru@nrlquality.org.au)
- **Slides:** Please use PowerPoint or a PDF format for your slides. Ensure your slides are clear and legible.

### Poster –

- **Printing:** All posters must be printed by the individual.
- **Standard Sizes:** Common poster sizes are 36x48 inches (landscape or portrait) and A0 (841 x 1189 mm)
- **Layout:** *Landscape:* This format is often preferred as it allows more room for horizontal flow of information. *Portrait:* Suitable for a more vertical arrangement of content. Choose based on the complexity and nature of your research.
- **Margins and Spacing:** Leave a margin of at least 1 inch (2.5 cm) around the edges. Ensure there is enough spacing between sections for readability.

## 3. Technical Requirements

- **File Submission:** Submit your presentation files to [nrlworkshop@nrlquality.org.au](mailto:nrlworkshop@nrlquality.org.au) by the 1 of August 2025.
- **Backup:** We highly recommend bringing a backup copy of your presentation on a USB drive.
- **Equipment:** We will provide a laptop, projector, and a pointer. If you have special requirements, please notify us in advance.

## 4. Contact

- **Assistance:** If you need any assistance or have questions about your presentation, please contact [nrlworkshop@nrlquality.org.au](mailto:nrlworkshop@nrlquality.org.au) or call +61 3 9418 1111.