Instructions for CALA Conference Presenters

Paper Presentations

Paper presentations will be 20 minutes in total, including time for discussion. We ask that you keep your presentation to 15 minutes to allow for some time for discussion. There will be a chair in each room to assist with timing and technical issues.

Works-in-Progress Presentations

Work-in-Progress (WIP) presentations will be held in McCain 105/106 on October 3, 2025, from 3:30 to 4:30 pm. In the room, you will find banquet tables. Each table will have a number card which corresponds to the number of the presentation in the conference program.

The WIP session format is simultaneous small-group presentations followed by discussions. The WIP session will be divided into 3 x 20-minute time slots, during which the presenters give a brief overview of their project (8-10 minutes). The remainder of the time will be dedicated to questions and feedback. A bell will signal the end of each 20-minute slot, prompting the audience to move to a different table. This format allows presenters to share and discuss their work with three different groups.

To make the most of your WIP presentation, we recommend focusing on a specific aspect of your study— such as research design or preliminary findings-depending on the feedback you need. You may also prepare key discussion questions for fellow researchers.

We kindly ask WIP presenters to bring their own laptop or tablet with their presentation slides. The rooms will have access to the Internet via the conference WiFi. You are also welcome to use handouts or other printed materials in place of or in addition to your slides.

Tips for Making your Presentation Accessible

To make CALA accessible for a diverse audience, we provide you with recommendations:

Designing your presentation Content

- Keep your content clear and concise.
- Limit each slide to one idea.
- Limit the number of bullets in a slide to six.

Text formatting – (Things to do)
- Use bullet points to present each idea's components.
- Keep each bullet to 1-2 lines.
- Use standard bullet characters.
- Left-align your text passages (if in English).
- Use italics for quotes or highlighting ideas.
- Use extended space between characters.

Text formatting – (Things to avoid)
- Avoid large blocks of text.
- Avoid putting text at the bottom of the screen as it is difficult to see from the back of the room.
- Avoid using all capital letters, as it makes text hard to read and it conceals the use of acronyms.
- Avoid underlining text over several lines.
- Avoid overusing of text animations, as they may be distracting for people with visual disabilities. Be consistent if you choose to use them.

Font and font size
- Use sans-serif fonts such as Aptos, Arial, Calibri, Verdana
- Use a consistent font scheme.
- Make your font size as large as possible, for example:
    - title size could be Verdana 40 point.
    - subtitle could be Verdana 32 point.
    - content text should be no smaller than 24 point.

Colors and backgrounds

- Use a consistent color scheme.
- Try to use the same background on each slide
- Do not apply shading to words or paragraphs.

- Use either light-colored background with black text or dark-colored backgrounds with light-colored text.

- Color combinations to avoid include:
    - o Red and green
    - o Green and blue
    - o Dark yellow and green
    - o Purple and blue
    - o Orange and green Graphics
    - o Avoid using unnecessary graphics and those that are difficult to read from a distance.
    - o Present tables and graphs on individual slides.