

Guidelines on how to give linguistically friendly presentations in English

ICCB Language Accessibility Subcommittee

The philosophy of ICCB 2025 is grounded in inclusivity and accessibility, prioritizing the sharing of conservation insights, knowledge, and research from diverse cultures and languages worldwide. Research has shown that language can be a major barrier to non-native English speakers attending conferences further hindering their conservation insights and valuable networking opportunities. At the ICCB 2025, we are committed to reducing language barriers to encourage participation from people of all linguistic backgrounds, thereby enhancing outreach and the global impact of conservation efforts.

This document aims to guide presenters on how to design talks that support inclusivity and accessibility, with the goal of enhancing communication across diverse speakers and audiences. We also encourage non-presenters to keep these principles in mind when asking questions during sessions.

Presentation

- **Speak slowly and clearly** – Speaking clearly and at a steady pace shows confidence and helps the audience to follow your talk easily, regardless of language background.
- **Use active voice** – Active voices are more engaging and assists the goal of inclusivity. Say “we analysed the data” instead of “the data was analysed” for clarity and directness.
- **Vary your tone** – Avoid a flat delivery. Use changes in volume and emotion to emphasise key points and convey your message clearly.
- **Use simple, familiar language** – Avoid jargon, idioms, colloquialisms, and phrasal verbs. If technical terms are necessary, explain them simply. References to specific regional or national humour or culture may not be widely understood.
- **Describe visuals clearly** – Walk your audience through graphs, figures, and tables (e.g., “On the x-axis we see..., and on the y-axis...”).
- **Point to visuals** – Physically indicate parts of a figure when discussing them to aid comprehension. Using pointers may support this.

Questions and answers

- **Speak slowly and clearly** – Ensure clarity for the speaker and audience.
- **Ask the main point first** – Provide a concise question or answer, then add details if needed.
- **Rephrase if unclear** – Restate your question/answer in simpler terms if necessary.
- **Keep answers brief and simple** – Avoid overcomplicating your response.
- **Offer a follow-up if time is limited** – Suggest a conversation after the session if needed.

Slides

Slides are an essential component of an effective presentation. When well-designed, they not only enhance the delivery of your talk but can also function independently, serving as a valuable resource for individuals who were unable to attend. For linguistically diverse audiences, slides offer important visual and textual reinforcement to complement spoken content.

- **Keep it simple** – Use slides to support your talk, not dictate it. Stick to short bullet points or keywords that tell your story and avoid overcrowding a slide.
- **Avoid jargon and acronyms** – If used, provide a brief and clear explanation.
- **Minimize text** – Too much text is overwhelming. Keep slides clean and easy to follow. If the point you need to explain is complicated, opt for using visual diagrams instead.
- **Use large, readable fonts** – Aim for at least 28 pt font size for key points to ensure readability from a distance.

AI-based live English transcription and translations of presentations

During the conference, AI-based live English transcriptions will be provided for all Plenary, Oral, Speed, and Symposium presentations. Translations in more than 60 languages, through [Wordly](#), will be made available for all Plenaries as well as Oral, Speed, and Symposium presentations in two selected rooms ([Mezzanine Level Meeting Room M1](#) and [Plaza Level Meeting Room P3](#)).

Presenters

There is no need to prepare anything specific for this. Please follow the presentation guidelines outlined above and ensure that you speak clearly and directly into the microphone at all times.

Audience

Wordly allows you to read live English transcriptions, and read or listen to live translations of presentations in your preferred language, on your own device by visiting the link provided on the app or scanning the QR code of the session.

To ensure a smooth experience, please make sure your phone is fully charged before attending, and we recommend bringing a power bank to stay connected throughout the day. If you plan to listen to audio translations, do remember to bring your own headphones.

High-speed Wi-Fi will be available for Wordly users. We kindly ask general users to connect to the slower Wi-Fi network, so that the faster network can be reserved for those using Wordly services.

How to give linguistically friendly presentations

Presentation



- Speak slowly and clearly
- Use active voice and vary your tone
- Use familiar words and avoid complex or technical terms
- Describe the slide components to guide the audience
- Direct the audience by pointing to the slide

Questions



- Speak slowly and clearly
- Ask the key question upfront before providing supporting details
- Keep questions concise and straightforward
- If the question is not clear, try rephrasing it
- If there is not enough time or you encounter difficulties, offer to chat after the session

Slides



- Include bullet points to briefly summarise results
- Avoid jargons and acronyms
- Keep the number of words minimal
- Keep text sufficiently large and easy to read (e.g., 28 pt font)
- Ensure slides can stand alone