



Speaker Submission Guide

The 2024 Fall Exhibition will take place on Friday, December 6, in the Beaver Dam.

Registration

1. Fill out [this Qualtrics form](#) to register as a speaker. **Registrations are due Wednesday, November 13 at 11:59PM.**

Note that you do NOT have to have your Powerpoint file finished by the time you register. **Register as soon as you know you want to be a speaker; the final Powerpoint is due by Tuesday, December 3, 2024 (instructions are at the bottom of this document.)**

Presentation Development

1. Plan to speak for 4-7 minutes.
2. View the information about accessible presentations on the [Creating Accessible Content page of the CURL website](#). In particular:
 - **Ensure your text is large enough** for people in the back of the Beaver Dam and/or people with limited vision to read. It's okay if this means having more slides!
 - **Type clear, complete points** to ensure that people who are hard of hearing or who struggle with auditory processing can follow along. E.g: "In what ways does [book title] criticize Victorian gender roles?" is clear; "[Book Title] – gender roles?" is not.
 - **Provide verbal + text explanations of graphs** in case the graph is difficult for attendees to interpret. If an image is necessary for understanding your point, describe it aloud.
3. Name your Powerpoint file FirstNameLastName_Title.pptx.

Presentation Submission

1. Open the [2024 Fall Exhibition OneDrive](#) and upload your file in the "Speaker Files" folder. (Make sure it's named FirstNameLastName_Title.pptx!) **The completed PowerPoint file is due in the public OneDrive by 11:59PM on Tuesday, December 3, 2024.**
2. In the same thread as your registration, send a copy of the Powerpoint file to curl@uwo.ca.
3. To protect against file loss, bring a thumb drive with your Powerpoint file to the Exhibition itself.

**You're done! Thanks so much for participating in the 2024 Fall Exhibition.
We're excited to learn all about what you've been working on!**