

GNN conference 2026

3-5 November

Guide for Presenters

GNN steering committee
2026-08-11

Thank you for presenting at the Global Nightjar Network Conference. This guide will walk you through the process of preparing and recording your virtual presentation, and describe the setup of the meeting as well as what we expect from you as a presenter during your slot.

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1. The programme

Please familiarise yourself with your session and the times in advance of the meeting. Remember that the conference times are given in **UTC/GMT**. You can convert this to your local time zone using this [time zone converter](#).

2. Translation and subtitle support

We are working to improve communication among speakers of a variety of languages. If you anticipate needing translation support as a presenter, please let us know as soon as possible so we can discuss the possibilities.

Presenters are encouraged to present in the language they feel most comfortable speaking. However, the primary working language for most participants is English. To improve accessibility for the wider audience, conference organizers will work to provide English subtitles for all pre-recorded oral presentations, regardless of the language spoken in the recording.

Please note this is something new we're trying for 2026, using volunteer support, so we appreciate your patience as we work to improve accessibility. Participants who need support in another language may also be able to use Zoom's built-in live captioning and translation features, depending on the language and the Zoom settings available on their device. These tools are participant-controlled and may vary in accuracy, so we encourage participants who need translation support to familiarize themselves with these features in advance.

3. Preparing oral presentations

Talks will be pre-recorded and played during the live meeting, followed by a live Q&A. This keeps things running smoothly and lets you record whenever works best for you. The Chair will introduce each speaker for approximately 1 minute. Your pre-recorded presentation should therefore be a maximum of 3 or 12 minutes long.

- **5-min slot:** 1 min intro / **3 min talk** / 2 min Q&A
- **15-min slot:** 1 min intro / **12 min talk** / 3 min Q&A

Subtitles and Transcripts

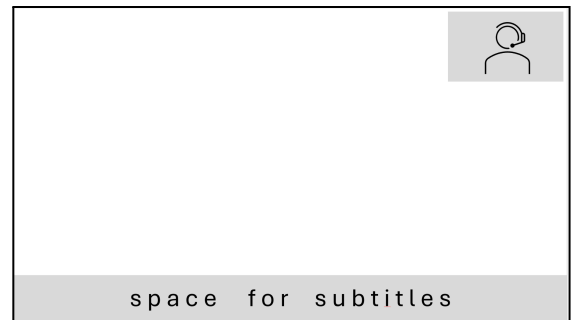
We would like to have English subtitles on all pre-recorded talks. You are welcome to add your own, but conference organizers are prepared to add them.

To ensure that subtitles do not obscure text, figures, or other important content, please leave the bottom portion of each slide (approximately 15%) free of essential information.

If you are presenting in a language other than English and would like the conference organizers to add English subtitles, please provide a transcript of your spoken presentation along with your recording. The transcript will allow us to generate more accurate subtitles. If you are unable to provide a transcript, we will do our best to generate subtitles from the recording.

Oral presentation preparation tips

- Avoid heavy jargon.
- Use large, legible text (18–24pt) and a colour-blind-friendly palette.
- Leave the bottom portion of slides blank for subtitles, and the upper-right corner blank for your presenter video (see image at right).
- Avoid strobing/flashing visuals.
- We recommend using an aspect ratio of 16:9 to match the dimensions of many computer screens.
- Indicate any individual slides you do not want others to share (e.g. 'no social media').



Oral presentation recording tips

- Please keep the pre-recorded talk to the assigned duration (3 min or 12 min) to ensure time for questions.
- Use a microphone or find a quiet space to record.
- Speak slowly and clearly.
- Use whichever platform you prefer (Zoom, PowerPoint's "Record Slide Show," QuickTime, etc.). Contact us if you need help getting set up.
- Save the file as an .mp4

Submitting oral presentations

Upload your file (.mp4) to this [Google Drive folder](#). If you have trouble uploading, please contact us for assistance (info@globalnightjar.org).

When you submit your presentation, please let us know if you intend to attend the live Q/A session or if you would prefer to answer questions in the chat, rather than live. Also, please let us know if you cannot attend the conference on Zoom at all during your session.

Deadline for oral presentations

Please send your recording by 20 October 2026 (2 weeks before the conference) so we have time to prepare subtitles.

ORAL PRESENTATION CHECKLIST

- ☐ Talk fits my allotted time (3 or 12 min)
- ☐ Bottom portion of slides left blank for captions
- ☐ Upper-right corner left blank for presenter video
- ☐ Text is large and colour-blind-friendly
- ☐ No flashing/strobing content
- ☐ Recording (.mp4) uploaded by **20 October 2026**
- ☐ If presenting in a language other than English: transcript sent for subtitling
- ☐ Confirmed whether I'll do live Q&A or answer via chat
- ☐ Zoom link saved, plan to join 15 min early on the day

4. Preparing poster presentations

Posters are a great way to share observations, ideas, or early-stage work that doesn't fit the oral presentation format.

This year's poster session will be hosted on the [Global Nightjar Network Discord](#). Each poster will have its own channel, so attendees can view your poster and chat with you directly throughout the session (and beyond).

Poster presentation preparation tips

- There is no need to follow a traditional A0 poster format, but we recommend designing your poster so that it can be comfortably read on a computer screen.
- Include your name and email/contact info directly on the poster, so people can reach you even after the conference.
- Save your poster in an image format like jpeg or png. There is a 20 MB size limit.

Submitting poster presentations

Upload your poster to this [Google Drive folder](#). There is a 20MB size limit. If you have trouble uploading, please contact us for assistance.

Deadline for posters

Please upload by 20 October 2026 so we can set up your channel in advance.

POSTER PRESENTATION CHECKLIST

- ☐ Saved as an image format (e.g. jpeg, png)
- ☐ Uploaded by **20 October 2026**
- ☐ Confirmed I can join my poster's Discord channel during the session
- ☐ Plan to check in periodically to answer questions

5. At the meeting

Oral Presentations

Please arrive to the Zoom meeting 15 minutes before the start of your section to provide time to solve any issues with your connection, audio, or video.

While your presentation is playing, the audience will type questions in the Zoom Chat. Once the presentation recording is finished, **please switch on your webcam and microphone if possible**. The Chair will ask you selected questions from the Zoom chat so please respond to the best of your ability. If there is not enough time to answer all of the questions in the live 2-min Q&A, you can always continue replying to questions in the chat!

Poster presentations

Join your poster's channel on Discord to answer questions live, or check back periodically to respond asynchronously. Feel free to keep the conversation going in your channel even after the conference ends.

6. Questions?

If you have any questions about your presentation, recording, subtitles or the conference platform, please contact us at **info@globalnightjar.org**.