



Presenter Handbook¹

Purpose

This handbook supports all presenters in preparing and delivering accessible, inclusive, and professional presentations at the conference.

It aligns with the *DiGRA Code of Conduct* and the *Behaviour Expectations White Paper* (Sections 5.2 and 6), ensuring that every session reflects DiGRA's values of diversity, respect, and accessibility.

All presenters are expected to engage audiences constructively, respect differing viewpoints, and help maintain a welcoming and harassment-free environment.

1. Before Your Presentation

Accessibility Preparation

- Use large, legible fonts (minimum 24 pt) and strong contrast between text and background.
- Avoid flashing or rapidly changing visuals.
- Provide short image descriptions in your slides if they contain key visuals that are essential for understanding the content.
- Check that your colour choices are distinguishable for colour-blind participants. Use online simulators to test colour combinations, for example, www.whocanuse.com.
- Include captions, subtitles, or written summaries for audio/video clips.
- If your presentation includes potentially distressing material, consider whether it is necessary to show it. If so, prepare a short content or trigger warning.
- Save your slides in an accessible format (e.g., PDF, PowerPoint, or via QR code).

Language and Inclusion

- Use clear, jargon-free language where possible.
- Present sensitive or challenging topics with careful framing. Be mindful of cultural context and avoid humour, tone, imagery, or generalisations that could position the material in a discriminatory, exclusionary, or culturally insensitive way.
- Use gender-neutral terms and address others by their affirmed names and pronouns.
- Be aware that your audience may be culturally diverse. Use cross-cultural communication, that is, avoid assumptions, insider references, or culture-specific jokes that may not translate well.

¹ Authorship and Acknowledgment: These appendices were prepared by Yekta Kalantar Hormozi, DiGRA Diversity Officer (2025–2027), as companion materials [to the DiGRA 2026 White Paper on Behaviour Expectations](#). They were developed with feedback and contributions from the DiGRA DEI Subcommittee, including Carlos Gabriel Kelly González, Stanisław Krawczyk, and Usva Friman.



Practical Arrangements

- Send your slides or session materials to the organising team before your session (as requested by the LOC).
- Let the audience know if you are comfortable with them taking photos of your slides or posting about your presentation online.
- Test your slides and sound with the session chair or technician during the set-up period.
- Please note that all presentations will be streamed for remote participants as part of the conference format. Be mindful and ensure your presentation is inclusive for remote attendees as well.

2. During Your Presentation

Delivery

- Speak clearly and at a moderate pace.
- Always use a microphone, even if the room seems small.
- Avoid turning your back to the audience or blocking visual aids.
- Repeat audience questions before answering (for remote and hearing-impaired participants).
- Keep track of time — your chair will signal when you are nearing your limit.

Engagement and Respect

- Respect differences in opinion and respond to questions with professionalism.
- If the discussion becomes heated, pause and defer to your session chair.
- Do not record or photograph participants without consent.

Hybrid and Remote Participation

- Acknowledge online participants at the start of your talk.
- Be aware that remote attendees may submit questions through the chat. The session chair will manage these and bring them into the discussion.
- Check that captions or chat functions are active before beginning.
- If technical issues arise, stay calm and let the session chair or technician handle them.

3. After Your Presentation

- Thank the audience and session chair.
- Make your slides or materials available (if you wish) via QR code, PDF, or email.
- Respond respectfully to any feedback or questions after the session.
- Consider reporting any accessibility or conduct issues you experienced to the LOC or Safety & Conduct Team.
- Provide brief feedback (if you wish) about the session facilities or technology through the post-conference questionnaire.

4. Contacts for Support

Support Area	Contact	Notes
Presentation or technical setup	Technical Coordinator – Digital Logistics Team, via Registration Desk or digraireland2026@gmail.com Online / Zoom presentations Liang Xu, Charlie, liang.xu@dcu.ie	AV support, slides, livestreams



Accessibility or inclusion assistance	Accessibility & Inclusion Desk – located at the Registration Desk. Yekta Kalantar Hormozi, yekta.kalantar@mu.ie	sensory support, accessible formats
Session scheduling or timing	Programme Chair / Session Chair – Assigned Session Chair first. LOC John P. Healy, john.p.healy@tudublin.ie	Presentation order, timekeeping
Code of Conduct or conduct issues	Safety & Conduct Team – Safety & Conduct Team, via Accessibility & Inclusion Desk or digraireland2026@gmail.com	Reporting, confidential advice
General conference queries	Local Organising Committee – digraireland2026@gmail.com	Administrative support

5. Quick Reminders

- Be inclusive and accessible in design and delivery.
- Use the microphone, pace yourself, and check that captions work.
- Respect all participants, in person and online.
- Report any issues promptly and confidentially.