



EUROPEAN TRANSPORT CONFERENCE
17 – 19 SEPTEMBER 2025
University of Antwerp, Belgium



GUIDE TO PREPARE YOUR PRESENTATION

Welcome!

We welcome you as a speaker at the European Transport Conference. The guide below is to assist you when preparing for your presentation.

Need additional help?

Please feel free to contact the [conference team](#) or your session chair with any remaining questions. We are happy to assist!

ETC welcomes speakers from all levels of expertise and experience

We actively encourage presentations from speakers with all levels of expertise and experience within the transport profession. Some of you will have made numerous presentations to international audiences and for some this may be the first, hopefully of many. This guide is here to help you navigate our audience and prepare a successful presentation.

The ETC audience

- While transport is our common ground, your audience will be diverse, not only in affiliation (e.g. academic, policy, consultancy), field of expertise or level of experience, but also in age, gender, English language skills, cultural background, beliefs et cetera.
- We value this diversity as we believe that coming together from different backgrounds and points of view make us better in dealing with the challenges we as transport professionals face.

Some practical tips for preparing your presentation

- Your presentation will have the most impact if the slides used compliment your presentation. The use of diagrams and/or illustrative images is recommended.
- Please think about how much information each slide contains. Often, it is better to add one or two additional slides to avoid slides that are too full.
- When using tables or complex diagrams, highlight the parts you want your audience to pay attention to.
- The conference rooms are teaching rooms with good projection facilities. However, do make sure you use larger font sizes and have good contrast with the background, so everyone in the room can read your slides. Please consider that some audience members may have poorer vision.
- When using audio or video clips during a presentation, please note that it is usually better to have the material stored locally rather than to rely on an internet connection. We also recommend testing audio or video before the start of your session, so please come early.

Presenting at the Conference

- We understand presenting at an international meeting can be stressful. There is no shame in telling your session chair that you are nervous. They will try to support you as best as possible.
- Please consider that your audience might not be familiar with practice and policy in your country. Offering context to the research or practice you are presenting is recommended.
- If you are a native speaker of English, please consider that most of you audience is not. We kindly ask you to speak slowly and clearly.

- If you are not a native speaker of English, please remember that most of your audience has the same struggles (or used to have them in the past). We all understand you are doing the best you can.
- Try to avoid jargon, use plain English and provide explanations of abbreviations.
- We do understand that a written out text can be helpful, especially if speaking English is challenging for you. However, please try to avoid reading your presentation word for word from paper.
- Your session chair will inform you before the conference about the amount of time allocated for each presentation. Please be mindful of this and do not take up more time, as this would take away from your fellow presenters.

After your presentation: questions, answers and discussion

- Q&A and discussion after the presentation is an important aspect of our conference, which allows fellow delegates the opportunity to engage with your work.
- The atmosphere at ETC is usually friendly and inquisitive. Questions and discussion come from a sincere interest in your work and the desire to share knowledge, not to poke holes in it.
- Please remember that it is absolutely OK not to know the answer to a question.
- If you are particularly nervous about this part of your contribution, please do inform your session chair beforehand. They will consider this and help you in understanding and responding to questions or to engage in the discussion.

We look forward to your participation and contributions to the European Transport Conference!