



Guidelines for presenting at BSRLM

- BSRLM is essentially concerned with **research** and so there is an expectation that you will address aspects of the research process, although the focus may be on theoretical frameworks, methodology or the presentation of data (but not necessarily all of these).
- Presentation sessions are either 30 minutes or one hour. There should be some time in each session for questions and discussion, and so you should make sure that your presentation is completed in a maximum of 20 or 40 minutes. Most presenters will leave the discussion time until the end, but other formats are possible.
- There is often a temptation to talk for longer, but you will get more out of the experience if you leave time for people to discuss your work, and so will your audience. Please think carefully about how you can focus what you say to cover the key ideas in the allocated time. It is unlikely that you will be able to cover all aspects of a research project in detail. It will help you to keep to time if you limit the number of slides you prepare.
- Please bear in mind that you are likely to have some people in your audience who are not native speakers of English. You can help them by not speaking too quickly, avoiding colloquial expressions and keeping the wording on slides relatively brief.
- Please make sure that you arrive in good time for your session, so that you can check on practical arrangements, such as the use of a computer and/or projector.
- There will be someone chairing your session, who will introduce you, give you signals for timing and manage the questions and discussion. As a presenter, you will also be asked to chair a session during the day conference. If you are student and/or feel unsure about taking this role, please talk to your supervisor or another colleague who may be able to help you.
- BSRLM does not review abstracts for sessions at day conferences or papers for the Informal Proceedings, although abstracts are checked to ensure that the content is appropriate. It is therefore up to presenters to make sure that abstracts and papers are clear and accurate. If English is not your first language, it may be helpful to ask a native speaker to read through your abstract and paper before you submit them, in order to check the English.