



GUIDELINES FOR PRESENTERS

Research Papers, Research Workshops, Working Groups sessions are either 30 minutes or one hour in length. There should be some time in each session for questions and discussion, so you should make sure that your presentation is completed in a maximum of 20 or 40 minutes respectively. 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 a student and/or feel unsure about taking on this role, please talk to your supervisor or another colleague who will be able to help you.

BSRLM does not review abstracts for sessions at day conferences or papers for the 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 it, in order to check the English.



GUIDELINES FOR CHAIRS

BSRLM would like to thank all Chairs for their most valuable contribution to the conference. We hope you find the following points useful:

- Please check the programme handed out on the day to confirm the location, date and time of the session you are chairing, as last minute changes may have been made;
- Please arrive 5 minutes before the session starts to introduce yourself to the presenter(s) and to remind them of the BSRLM's expectation (as indicated by * in the previous section);
- All meeting rooms will have a data projector and a PC (PowerPoint facilities). If any technical difficulty arises, please promptly raise the issue with one of our 'Helpers';
- If your presenter(s) unfortunately fail to turn up to the session (say 5 minutes after the starting time), please direct the audience to other sessions.
- Briefly introduce the presenter(s) to the audience (names, affiliated institutions, etc.) and the presentation title;
- **Please use a set of traffic light coloured cards (Green – '5 minutes left', Orange – '2 minutes left', Red – 'Stop') to indicate time remaining to presenters. Strictly keep to time and please be *polite*, but *firm*, when asking the presenters to stop.**
- In relation to the Q&A part of the session, it may sometimes take the audience a while to think of a question to ask the presenter(s). As Chair, it is helpful if you could fill this gap by asking the first question yourself – so try to think of a question to ask whilst listening to the presentation. Alternatively, consider encouraging the audience to discuss the presentation among themselves first for a few minutes before taking questions;
- Thank the presenter(s) at the end and encourage those who wish to engage the speakers in lengthy discussion to do so over coffee/lunch;