

Presenters' Guidelines

If you have submitted in different author's name, please pass this and any other relevant information on to the actual presenter.

Before the day

- In panels with 5 papers, each presentation should last for no longer than 15 minutes. In panels with less than 5 papers, each paper should last for no longer than 20 minutes. It takes approximately 20 minutes to read 10-12 double spaced pages (which is the equivalent of around 2000 words). There are no style guidelines.
- Please circulate your papers to chairs and fellow panellists in advance of the conference. We do not require full papers submitted in advance of the conference. If you want papers to be considered for publication, please send your papers to Amy Slonje by Friday 20 June: a.slonje@sussex.ac.uk.
- Any powerpoint presentations to be used during presentations must be prepared on a memory stick and brought to the conference in person. 15 powerpoint slides are sufficient for a 20 minute presentation. You will need to arrive to your panel 10 minutes early to upload your presentation to the presentation computer. A conference steward will be present in each room to assist with technical needs.

On the day

- Presenters should familiarise themselves with the location and time of their panel, details of which can be found in the conference programme
- Presenters should arrive at the relevant room 10 minutes prior to the start of the panel. Panels will start on time.
- Each presenter should include some introductory remarks and explain the central aim of the research. A small number of concise ideas with examples and anecdotes will hold the audience's attention better than a dense or convoluted argument.
- The conference programme is very full and panels cannot run over time. Presenters must not speak for longer than the allotted time. If this happens, the chair will stop the presenter, regardless of the point reached in the presentation.
- Following all presentations, the chair will open the floor to the audience for questions and comments. If many people wish to ask questions, please be fairly brief in responding so as to enable a good flow in the discussion.