

Notes for Presenters in Conference Symposia

Congratulations! Your proposal has been accepted for presentation.

This is an opportunity to present the essentials of your work to an audience of colleagues working in the same field, to get critical feedback and ideas, and to network with people who share your interests.

Your paper will be grouped with one or two other accepted papers creating a symposium. Every attempt is made to ensure that presentations in a symposium are linked by a common theme.

Symposia are held for 1 hour (2 presentations) or 1 hour and 20 minutes (group of 3 presentations). You will have 20 minutes to deliver your presentation and convey the essence of your work. The Chair of your symposium will introduce you (please check they have your accurate biographical details) and ensure you keep to time. We will forward the Chair's email to you in due course so that you may begin a pre-Conference dialogue.

Requests from the audience for copies of your paper are your responsibility. You can either bring copies of your presentation handout or ask delegates to leave their contact details after your presentation ends so that you can send them a copy of your presentation notes / handouts by email after the Conference.

We recommend that papers are presented in turn, separated only by short questions of clarification. The session is concluded with an opportunity for a dialogue and questions from the audience. We would suggest that at least 20 minutes are allotted for the Q & A and discussion between the audience and presenters. Presenters may also wish to have a public dialogue between themselves.

We appreciate that a relatively short slot in a symposium is not always the best way in which to present your work but our role as organisers is to maximise the opportunities for those who have something important to say and to stimulate a debate around the subject of your research.

We would recommend that everyone in the symposium reads each other's papers beforehand, or at least the abstracts which will be published in the Conference Programme, and perhaps have a brief preparatory meeting before the session.

Best wishes for a successful and well attended session. We do hope that your presentation encourages further discussion outside the symposium and results in future collaborations.



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