

Notes for Presenters in Conference Symposia

Congratulations on being selected by the Conference Scientific Committee as a Paper Presenter within a Symposium. These suggestions are meant to be a helpful guide.

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 debate and contact. This symposium should be seen as a chance to present the essentials of your work to an international audience of colleagues working in the same field, to get critical feedback and ideas and to network with people who share your interests. We do hope that your presentation will give rise to further discussion outside the symposium and perhaps future collaborations.

We would suggest that at least half an hour is given to questions and discussion between audience and presenters. Presenters may also wish to have a public dialogue between themselves. This means that your individual presentation is unlikely to be more than **20 minutes** for you to present the 'essence' of your work. The Chair of your symposium will introduce you and ensure you keep to time.

Each symposium have papers which have been grouped on the basis of the abstracts that were submitted during the 'Call for Papers'. Every attempt is made to ensure that presenters within a symposium have some common theme. We recommend that papers are presented in turn, separated only by short questions of clarification. The session is concluded with an opportunity for audience debate and dialogue.

Each symposium is allocated a Symposium Chair. The Symposia Chairs will encourage and support contributors, so use them if you need help. For those who are not in Self Organised Symposia, we will allocate Chairs and co-presenters and forward their emails to you so that you may begin a pre-Conference dialogue.

The Preparatory Meeting

We would recommend that everyone reads each others' 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, if possible on the previous day.

During the Session

Begin on time and finish on time. The Chair will introduce you, so make sure she/he has brief accurate biographical details.

Requests from the audience for copies of your paper are your responsibility. You should either bring sufficient numbers for delegates who want a copy. Alternatively, you can ask delegates who want copies to leave their name and address on a sheet or to email you and mail them a copy electronically after the Conference.

