

EATAW 2017 Presenter instructions

Please arrive at your session 10 minutes before it begins to ensure you are ready to begin the session on time (see below for details of individual session formats). A session chair will be present during your session to introduce you, moderate the session, and ensure the session runs to time. Please note that the session chair has authority to stop your session if it runs over time.

Internet access will be available in all conference rooms. It is extremely important to bring PowerPoint presentations on USB keys. This is mandatory for recorded sessions and we would like to underscore the fact that all presenters are responsible for their own PowerPoint presentations.

For non-recorded sessions, presenters will be able to use personal laptops, but they will need to bring their own VGA adapters if they have Macs, as these will not be provided.

There will be computers in a networking room available for testing presentations ahead of session. This will be open Sunday from 2 pm – 4 pm and Monday and Tuesday 8 am – 6 pm.

For those who wish to use them, wireless remote controls will be available from session chairs in all conference rooms for advancing your presentation slides.

Please note that there will not be provision for photocopying but that handouts or materials can be provided to us electronically and will be made available to delegates via the conference app. These need to be in PDF format and emailed to eataw2017@rhul.ac.uk by **midnight 12th June**. Please write your surname and session number in the email subject (e.g. Smith 7A Handouts).

If the programme indicates your session is to be recorded:

Recordings will be hosted on a private YouTube channel (i.e., the recordings will not be searchable on YouTube). They will be made publicly available via the EATAW 2017 website and the conference app. You will retain your rights indefinitely to request the removal of your recording from YouTube and the conference website.

Please note that sessions selected for recording have been selected from those where consent for such was indicated at the time of proposal submission. If you have queries about recording, please email eataw2017@rhul.ac.uk.

Guidelines for specific presentation types follow.

Paper presentation

Each presentation is 20 minutes followed by 10 minutes for questions and discussion.

Workshop

Each workshop is 60 minutes and should actively involve the audience in activities, discussion and exchange of knowledge and experiences. Feel free to move seating in your room to facilitate activities or discussion, but ensure you return the room to its original set-up before the end of your workshop.

Symposium

Each symposium is 90 minutes and should include a minimum of 30 minutes for open discussion. Feel free to move seating in your room to facilitate discussion, but ensure you return the room to its original set-up before the end of your symposium.

A discussant/chairperson will play a key role in each symposium, moderating the discussion and also introducing presenters and ensuring the session runs to time.

Lightning talk

Your talk must strictly not exceed 5 minutes. The talk is intended to be informal, engaging and highly visual. We strongly recommend the use of an ignite talk format, i.e. 20 slides that auto-advance every 15 seconds.

The lightning talks will be held in Crosslands bar (Founder's Building). All presenters should meet at Crosslands bar at 17.30 so that presentation slides can be set up to run in the correct sequence.

Examples and advice:

- <https://www.youtube.com/watch?v=bGYgFYG2Ccw>
- <https://www.youtube.com/watch?v=yGENcskRGRk>
- <https://www.semrush.com/blog/16-ways-to-prepare-for-a-lightning-talk/>

Poster presentation

Posters will be on display for the duration of the conference, so should be understandable to delegates without an explanation from the author. On Tuesday 20th June between 13.20-13.50, you should stand beside your poster to answer any questions other delegates may have about your poster. Please note you are not required to deliver a talk, only to answer questions and discuss your poster if other delegates approach you.

Each poster will be allocated a free-standing board (see the following page) in the main conference building (Windsor building). Upon arrival at the conference, please report to the

attendant at the Windsor building reception who will guide you to the board and provide Velcro pads to attach the poster to the board. Before leaving the conference, please collect your poster.

Due to the board dimensions, your poster may be either one horizontal A0 sized sheet (i.e. 841 x 1189mm) to be spread across two panels or two vertical A1 sized sheets (i.e. 594 x 841mm) positioned on two adjacent panels. You may also wish to attach an envelope with business cards or handouts below your poster. Please consider distributing any handouts electronically, as described above.

Poster board appearance:



- 6 Panel (900mm x 600mm) double sided panels
- 1 (250mm x 600mm) header
- Hidden 360 degree hinges
- Covered in velcro friendly loop nylon, blue loop nylon one side Grey on reverse

