

Information for Presenters

All rooms will have computers (PC), DVD players, speakers, internet access, and digital projectors. If your paper is on a memory stick or DVD and is in PowerPoint there should be no problem. It would be helpful if you send your finished presentation on a DVD in advance of the start date to our conference technical manager Dan Merrick (d.merrick@leeds.ac.uk) so he can preload it in the appropriate room. You will need to bring your own connectors if you are intending to use Macs. Please get in touch with Dan if you have anything that is different e.g. you have imbedded video into PowerPoint, or feel you need certain software to run your presentation.

All sessions will last for 90 minutes and it will be important to stick to the allotted time. We will have to chair sessions very tightly so please make sure you keep to time so that your chairperson doesn't have to cut you off in full flow! Please do arrange your presentation so that you get quickly to the points you want to make, without lots of introduction or context-building. The Panel organisers or someone designated by them will Chair all panel sessions. Other sessions will be provided with a Chair but if for some reason one doesn't turn up please ask for someone to Chair from the audience. Each presentation is allotted 30 minutes, which will include 20 minutes speaking time and 10 minutes for questions and discussion. The Chair will let you know when you are 'Half Way', '5 minutes left', and 'Time Up'. At this point you have 10 minutes for questions and discussion. If you continue speaking for all your allotted 30 minutes at the end of this time you will be asked to 'Stop'. Please do so as a courtesy to your fellow speakers whose time you will be eating into.

Thanks

Organising Committee