



Guidance Notes for Presenters of Individual Papers

Time allocation: 30 minutes (including discussion)

We thought it would be helpful to send you a few notes about your paper presentation. The suggestions are meant to be a helpful guide and are based on feedback about successful presentations at recent conferences. We hope you will find these notes useful and supportive.

Sessions are normally made up of three individual papers and last about 90 minutes. Each session will have a Chair who introduces the presenters and keeps time. At ISEC 2005 we will have 8 parallel sessions in the programme, each with around 20 sets of papers running concurrently. This will allow every delegate to hear a choice of other presentations in the times when they themselves are not presenting.

Before the conference you will be allocated to a group of presenters, all of whom, like you, submitted a proposal for an individual paper presentation. We will use the abstracts to group papers with similar and overlapping interests. In most cases this will be straightforward, but occasionally we will need to search for connections between papers in order to group them. The Chair of each session will also have the task of making connections for both the presenters and the audience, so that you will find the session has a feeling of cohesion.

You should meet your co-presenters and the chair of your session earlier in the conference if at all possible. You may also wish to contact each other by e-mail to discuss your presentations, timing and the order in which you will present. There will be time for discussion of each paper; the timing of this is also to be discussed with your co-presenters and the chair of your session. There will be a message board in a central location within the venue for the duration of the conference and you might find it helpful to leave a memo here if you have been unable to make contact before arrival.

You will receive a map of the venue when you arrive, and this will help you to find your seminar room. There you will find the AV requirements you requested when you submitted your proposal. We have arranged the programme so there will be at least 30 minutes between sessions. Experienced presenters know the importance of arriving early to check that the presentation will run smoothly. Try your OHP sheets or the PowerPoint projector and sit at the back of the room to check readability. If you have any queries, members of our ISEC Crew will be on hand to help.

Please bring 20 copies of your paper with you. You will be provided with a sheet to take email addresses if you run out of papers, or if your journey makes it difficult to bring so many copies with you. The ISEC Conference Office will have no facilities for photocopying, but there is an excellent, reasonably priced photocopying shop nearby.

The ISEC Crew will be present throughout the conference should you need assistance. Please do not hesitate to ask them for any help you need. They will be wearing ISEC 2005 T-shirts with our conference logo.

We are looking forward to meeting you and wish you a successful presentation.

Isobel Calder
Conference Chair