UFHRD2018 Paper Presentation Guidelines (main conference)

You may wish to prepare MS PowerPoint slides or other visuals to support your presentation. Please either bring your presentation on a USB stick or you may upload it from the internet at the start of your presentation session. Our computers are PCs that run MS Office. We do not have Mac equipment available at the conference.

Please note you will not be able to plug your own laptop into the conference projection system.

Should you wish to distribute hard copies of your paper and/or slides or other supporting materials during your session, please bring these along with you. There will be no access to printing facilities during the conference.

Presenters are advised to plan their use of PowerPoint sensibly given the time available. We suggest a guide of 5-7 slides for working papers and 8-12 slides for a full paper, dependent of course on the nature of the paper/research being presented.

Each individual session will be chaired by an appointed individual whose role is to try and manage the use of time effectively and ensure good time for discussion and a debate which gives the opportunity for all participants at the session to contribute. Please respect the chair's indication when the time for your presentation is up by closing your presentation.

Abstracts and / or final papers for all presentations will be posted on the website and will be available on a pendrive within the conference packs.

Full paper presentations

Full papers will have 30 minutes allocated and presenters are asked to plan their contributions to allow time for good time for discussion and debate after their formal presentation. We would suggest 20 mins presentation, 10 mins discussion. The Session Chair will discuss your preferences with you prior to the session commencing.

Working paper presentations

Working papers will have 20 minutes allocated and presenters are asked to plan their contributions to allow time for discussion and debate after their presentation. We would suggest 10 mins presentation, 10 mins discussion. The Session Chair will discuss your preferences with you prior to the session commencing.

Symposium / Workshop presentations

Symposium and workshops will take differing formats. They may comprise practical activities or may comprise a series of individual presentations with a chair and discussant managing these presentations and facilitating debate. The individual abstracts for each of these sessions indicate their format and intentions.