

## Presentation Guidelines - 2

These guidelines are designed to assist new authors and to remind experienced authors on how they should plan to present their papers in order to get most feedback from the relevant Track Session.

### 1. Presentation Categories

Accepted Refereed Papers will be allocated a full presentation slot within the appropriate Track Session covering the Topic. Due to the large number of papers submitted, some of the Discussion Papers and Practical Papers will be offered a shorter "Round Table" presentation slot. At any time up until 30<sup>th</sup> September you may go on-line to check the status of your paper and accept or decline the slot offered. Go to [www.isbe2007.org/abstract\\_login.php](http://www.isbe2007.org/abstract_login.php) and enter your username and password.

### 2. Full Presentation Content (as appropriate to the subject)

The Presentation should focus in plain English with slides on these key features of the paper: -

- Context of the presentation – "What is it about?"
- Objectives of the paper – "What are you trying to achieve?"
- Key model or framework used – "Where was your starting point?"
- Nature and source of data + any key limitations on methodology/methods – "What did you do?"
- Presentation of key findings – "What did you discover or recognise?"
- Avoid detailed discussion of statistical data which should be provided only in the full paper;
- Conclusions and implications for research, policy or practice – "What are the implications?"
- Recommendations for future research or development – "Who should do what next?"

It is not necessary to include all of the above features. Select only those appropriate to your paper and the audience. Remember that the audience will typically comprise a mix of researchers, policy makers, enterprise support representatives and practitioners. The purpose of the presentation is to stimulate discussion and debate. Authors may be asked to act as Discussants for other papers in their Session.

### 3. Arrangement of Presentations

The opening session of the Track will have 'Keynote Presentations' by the Track Adviser and/or Track Sponsor. Subsequent presentations will be arranged in accordance with the published Track Themes & Topics so that related papers are presented in the same session. Each session will last for 90 minutes, normally with four papers, allowing 15 minutes presentation plus a few questions after each paper and then general debate and feedback to authors, led by a nominated discussant experienced in the sector. Each session will be chaired by either the Track Leader or Adviser who should ensure smooth running of the Track and keeping to the time limits within the Conference timetable. The Chair should draw out key advances in knowledge and policy or practical implications in each session.

### 4. Full Presentation Format

The preferred presentation format is Microsoft PowerPoint XP or 2003 with a maximum of 15 frames, which must not exceed 15 minutes presentation time and 5 minutes discussion. The text should ideally be no smaller than 24pt in white reversed out of a dark background. The file should be brought by the authors on a CD-ROM or USB memory stick, which should be submitted to the ISBE Testing Station for checking at least one hour before the scheduled presentation session. You should then be able to load your presentation on to the laptop computer in the appropriate room before your session.

### 5. Round Table Presentation

The final Session of each Track will comprise shorter presentation slots which will facilitate a brief review of the key points of the paper followed by discussion with interested delegates in a round table format. Each paper will be allowed up to 10 minutes presentation time and 5 minutes discussion, at the discretion of the Table Chair. Projection facilities will NOT be available.

### 6. Hard Copies of Paper/Presentation

Please bring about 10 photocopies of either the full paper or the PowerPoint visuals for handing out by the authors to the Chair and to interested delegates at the start of the presentation.

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