



Guidance Notes for Presenters at Round Table Discussions

Time allocation: 20 minutes (including discussion)

We thought it would be helpful to send you a few notes about your round table 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.

Round Tables are normally made up of four discussants and last about 90 minutes. Each Round Table will have a Chair who introduces the discussants and keeps time. There will be room at the table for additional authors and others interested in joining the discussion.

Before the conference, 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 Round Table Discussion has a feeling of cohesion.

You should meet your co-discussants and the chair of your Round Table earlier in the conference if at all possible. You may also wish to contact each other by e-mail to discuss your papers, timing and the running order. 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. Ten minutes should be allocated to allow each discussant to present the main ideas of their paper. This should be followed by ten minutes of discussion, leaving ten minutes at the end of the Round Table for connections to be made.

You will receive a map of the venue when you arrive, and this will help you to find your Round Table room. Each Round Table Discussion will be provided with a flipchart, but it will not be possible to use an Overhead Projector or Data Projector. 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. 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 discussion.

Isobel Calder
Conference Chair