



Guidance Notes for Presenters of Symposia

Time allocation: 90 minutes (including discussion)

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

First, agree on a timetable with your fellow presenters: the whole session lasts 90 minutes. A Symposium might be organised in the following way: for example, three papers are given around 15 minutes each with a few minutes for change over and 30 minutes at the end for discussion. A few of the proposals submitted listed more than three presenters. You should split your time in a way that still allows discussion and feedback from your audience. The time in a symposium presentation is just enough for communicating the essence of the paper.

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



Guidance Notes for Chairs of Symposia

Time allocation: 90 minutes (including discussion)

We thought it would be helpful to send you a few notes about chairing your symposium session. The suggestions are meant to be a helpful guide and are based on feedback about successful chairing at recent conferences. The function of the Chair is to support the contributors and to facilitate their communication both with the audience and between each other. We hope you will find these notes useful and supportive.

One of the aims of ISEC is to be an international forum. Many contributors and many in the audience will be talking and listening in a language which is not their own. Conference participants come from a wide range of professional backgrounds. Some contributors will be experienced and distinguished but there will be many who are not. These colleagues may have something interesting to say but be unused to presenting, particularly to international audiences. The following suggestions are to help as many people as possible to communicate their ideas effectively. We have received so many proposals that we needed to organize a large number of parallel sessions. There will be more participants in some sessions than others. You should be prepared to have a large or a small audience.

1. Preparatory Meeting

We recommend that the chair and all the symposium contributors have a preparatory meeting. If possible, have the meeting in the room you will be using for your symposium so that everyone knows where it is.

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 your presenters requested when they submitted their 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. Presenters should try their 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.

Agree on a timetable: the whole session lasts 90 minutes. This means that if there are three papers, each has around 15 minutes, a few minutes for change over and 30 minutes left for discussion. Agree how long each is to have, the order of appearance and whether questions and discussion will be allowed at the end of each paper or at the end of the session. The time in a symposium presentation is just enough for communicating the essence of the paper. There will be opportunities after the symposium for further informal discussion.

Agree on the time signal to be used notifying contributors that they have 2 minutes remaining and confirm that, to be fair to all, agreed times will strictly enforced. At the end of those two minutes the Chair will rise and walk to the front and the contributor must close immediately. Discuss possible strategies to save time and remain within the time limit. Suggest that presenters have an emergency procedure prepared to curtail their talk at the two minute warning if they are over running eg. prepare a conclusion that captures the essence of what they wish to say.

2. During the Session

Check the room, equipment, support table for speakers, layout, lights, chairs and water jugs and glasses. Try to save a few chairs near the door so that late arrivals are not disruptive in searching for a place to sit. There should not be any such disruption during sessions.

Begin on time and be as brief in your introduction as you can. Start with the theme of the symposium and its number (some might be in the wrong room!) Explain the format you have agreed regarding the timing of presentations, questions and discussion. Inform the audience of the order (it might be different to the programme) and introduce the first speaker, paraphrasing the title of their presentation. Write down before your symposium the time each presenter (a) starts, (b) has 2 minutes left and (c) must finish. Keep a close eye on your watch.

Be attentive to the content, take short notes and intervene if you think something needs clarification. During the discussion try not to dominate, but facilitate. Be ready to formulate a question or remark that might stimulate debate, particularly to break the initial ice. Invite questions or comment. Make sure questions are understood by both audience and respondent (remember that a question asked by a person sitting at the front of the audience may not be heard by somebody sitting at the back). Don't let one person dominate the debate.

Requests from the audience for photocopies of papers are the responsibility of the presenters who will each be asked to bring 20 copies. A sheet will also be available for the collection of email addresses.

Thank all the contributors and participants at the end and invite applause.

3. After the Symposium

Make sure the room is left tidy and ready for the next session

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

Isobel Calder
Conference Chair