



Guidance Notes for Presenters of Discussion Groups, Seminars & Workshops

Time allocation: 90 minutes

We thought it would be helpful to send you a few notes about your discussion group, seminar or workshop. The suggestions are meant to be a helpful guide and are based on feedback about successful sessions at recent conferences. We hope you will find these notes useful and supportive.

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.

Your session will last for 90 minutes: this should give you ample time to involve your audience. Remember that many in the audience will be talking and listening in a language which is not their own and that conference participants come from a wide range of professional backgrounds. Try to help as many people as possible to be involved.

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.

Don't forget to thank all the contributors and participants at the end of your session. I am sure there will be warm applause.

After the session, please make sure the room is left tidy and ready for the next session.

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