

# **Exchanging Ideas on Europe 2009 Views from France, Views Beyond the Mainstream**

## **Guidelines**

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### **Format of the Paper**

Papers for the conference should be word-processed, 1.5 spaced and printed on A4 paper. They should not exceed 7-8,000 words in length, including footnotes and references.

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### **Meet the Panel**

If you have not met the other people on your panel before (including the Chair), please do make the effort to make contact with them and to check that they have arrived at the conference. Arrange a meeting in advance by email; if you are not familiar with the venue, you can arrange to rendezvous at the registration desk. Please feel free to check at the registration desk to see if they have arrived.

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### **Presenting your Paper**

The Research Sessions throughout the conference will be 90 minutes in length.

Paper-givers will have a maximum of 15 minutes each in which to make a short presentation of their paper at the conference. It is important that this time allocation is not exceeded as the presentation is intended as an introduction to the following discussion. It will not be possible to read the paper in the time available and all paper-givers should adequately prepare their presentation with this in mind.

As a courtesy, if you are presenting a paper, you should participate in some of the other research sessions.

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### **Circulating your Paper**

Making copies of your paper available to other delegates is an integral part of the research conference and very important if you want to receive some constructive feedback. If your paper is not ready before the conference, if you do not interact with other delegates and attend other research sessions, you will not derive much benefit from the conference.

1. All paper-givers are expected to send via email, a copy of their paper to the other paper-givers on their panel and to the Panel Chair well in advance of the conference. Contact email addresses will appear on the conference website.
2. Paper-givers are asked to bring copies of their paper to the panel at which they are presenting (up to 10 copies).
3. Other delegates may email you in advance of the conference, requesting a copy of your paper.

4. We will also publish papers to this website if they are supplied to us.

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### Tips for Presenting your Paper

The following tips have been included here because people often make the same mistakes.

1. It is very unlikely that the audience has read your paper beforehand; you want to convince them to leave the session and go read it! So keep your presentation short, lively, and well-focused.
2. **Watch the time:** limit your presentation to a *maximum* of 15 minutes. If have little experience of presenting, it is best to practice out loud beforehand, to ensure that you really will speak for no more than 15 minutes. Remember how many times you have been bored out of your mind, listening to someone who drones on and on ... do not take such speakers as models!
3. **Present only your key argument** and/or points, illustrating with examples only if you can spare the time. You will *not* be able to cover all the points made in your paper, nor perhaps even most of them – but you *will* be able to give the audience a taste of your argument.
4. **Do NOT read word-for-word from your paper.** There are (as I see it) two main strategies for preparing the presentation: 1) you draw up a brief outline, only 1 or 2 pages long, in which you have bullet points besides the main points, and you speak to this outline; 2) you extract full sentences from your paper (either highlighting them in the paper itself, or transferring them to a new document), but you have virtually memorised them beforehand, so that you can engage with the audience as you speak rather than speak into your paper.
5. If you are going to use audiovisual aids, **limit the overheads or slides you use.** In a 15 minute presentation, four slides is probably a reasonable number (but use even fewer than this if you have a lot of information on each slide).
6. Try not to speak too fast or too slowly; avoid interrupting your speech with lots of 'uhms' and 'erms' (or even worse, 'like'): this takes practice, of course – but also confidence in your argument. If you feel nervous (as we all do at least occasionally) imagine that you are in a debate with a close friend across the kitchen table, and try to convince them of your argument.