Guidelines for Speakers and Session Chairs

TIME AND SPACE IN ADAPTATION
ASSOCIATION OF ADAPTATION STUDIES CONFERENCE
5-7 JUNE 2024, UNIVERSITY OF SZCZECIN

Speaker guidelines

- Please arrive at the conference room 10 minutes before your session starts and report your presence to the Session Chairs.
- If you have not sent your presentation via email beforehand, bring the presentation on a USB stick. The student volunteer in charge of the room will assist in uploading the presentation, either before the session starts or in one of the breaks. Please refrain from using your own devices.
- Please make sure the presentation is in a commonly used and compatible format. It is advised to have a pdf version ready as well as PowerPoint.
- Please make sure all video clips / audio are working well. It is advised to have an alternative format / YouTube link for any audiovisual material embedded in a PowerPoint presentation.
- Each presentation is allocated 15-20 minutes. Please do not exceed the allotted time.
- Please be aware that members of the audience may want to live tweet and/or take photographs to post on social media of you and your presentation. Advise your Session Chair if you do NOT want to participate in this.

Session Chair guidelines

- Please arrive at the conference room at least 10 minutes before the session starts.
- Confirm the attendance of each presenter and familiarise yourself with the venue and equipment.
- Check the technology and alert any of the IT technicians or student volunteers of any problems.
- Ensure that each presenter has copied their presentation to the presentation computer and if the presentation and audiovisual material are in the working order. Notify the student volunteer immediately of AV equipment problems.
- Start the session on time.
- Introduce yourself to the audience, and introduce the speaker. The short bios, together with the title of the presentation, will be provided in the room.
- Make sure the speaker uses a microphone if necessary.
- Inform the audience if the speaker does not allow photographs to be taken of the presentation and/or information to be posted on social media.
- Encourage discussion and moderate the Q&A. Consider preparing a question to get the discussion started. Make sure questions can be heard and understood, repeating them if necessary.
- Comply with the timing by notifying the presenter before the end of their time slot (use the coloured cards with times marked on them—5 mins, 3 min and STOP— provided in each room).
- We propose that the Q&A takes place at the end of the session; thus, the session should have max. 3 presentations 20 mins each, and 30 minutes for Q&A.