Guidelines for Speakers

Conference papers can be exciting for both authors and audience; but whether this excitement occurs depends largely on the presenter. Even seasoned scholars sometimes forget their audience and thus lose the opportunity to convey effectively the fruits of their research. We have prepared the following brief guidelines to help you in making your contribution to the scholarly discussion and debate that will occur during the upcoming SHARP conference in Antwerp. If there is one thing that we wish to emphasize, it is that, whatever your method and style of presentation, you should remember your audience and speak to it. If you do, you will engage your listeners and your presentation will be effective as well as informative.

1. General Guidelines

It may seem like a trivial point, but you must attend the conference to present your paper. We have assumed that all papers selected by the program committee, and currently listed in the program, will be presented. We are looking forward to the participation of all scheduled speakers. Regrettably, for a whole host of reasons, speakers may have to withdraw from a conference. But, it is highly unprofessional to not show up and not inform the conference organizers. Don't be a no-show!

All speakers must register for the conference. If you have not yet done so, please take advantage of the online registration process available at http://dighum.ua.ac.be/ocs/index.php/sharp/sharp2014/schedConf/registration.

2. Presentation Guidelines

Be on Time

Each session will begin at the scheduled time in the program. Please show up on time (even early!) and introduce yourself to the chair and the other speakers in your session.

Chairs

All sessions will be chaired and the chairs will receive the biographical information that you submitted with your proposal. Some chairs may contact speakers before the conference or, during the conference, seek out speakers in advance of a session. Since all the chairs are identified in the program on the conference website, speakers can also contact their respective chairs. Please respect the chair when he or she guides the operation of a session.

Speaking Style

Remember your audience and speak in a voice that is audible throughout the room. Even when drawing attention to a visual, it is best not to turn your back to the audience. If possible, don't just read your paper. Speakers can talk at the rate of 120-140 words per minute, but read anywhere from 500-1000 words per minute. Set a pace that will allow your audience to follow without difficulty. Be aware that some of them may be listening to a language that is not their own.

Audience Knowledge

Your audience will include individuals with varying degrees of knowledge about your topic. Some will be quite knowledgeable; others may not be. Both types of individual are there to learn from your research. If you need to use technical language (especially acronyms) that only the very knowledgeable will understand, explain these early on in your talk. Since this is an international conference, don't assume that all members of your audience are familiar with the locations or institutions to which you are referring.

Time Limits

Plan your paper to fit the time limits for each speaker: 20 minutes for presentation of the paper and five to ten minutes for discussion (unless you have made different arrangements with the Organizing Committee

beforehand). Respect other speakers in the session, who have also planned to speak for their respective time limits. The chairs of the sessions have been instructed to enforce the time limits; so, if you exceed your limit, please respect the chair when you are asked to conclude your presentation.

Audio-Visuals
Many speakers use audio-visual aids, especially PowerPoint slides (although this is by no means a requirement). Every presentation room has internet access (wireless, and ethernet cable for presenters) and contains a pc or laptop and a projector and screen for those who wish to use PowerPoint. To ensure that your presentation is compatible with this technology, please avoid using Keynote for Mac, or if you do, then export your presentation to save as PowerPoint (PPT) format (to do this, after creating your Keynote slideshow, go to File > Export, and export as PPT). Participants are strongly advised to use the technology available, since it saves time (i.e. there will be no need to switch between presentations). Should you still want to present from your own laptop/device, you can try, but in that case make sure that you take plenty of the time to test in advance (be in the room at least 15 minutes before your time slot begins) and note that the conference organizers cannot guarantee your compatibility. Although every effort will be taken to ensure that audio-visual equipment works smoothly, be prepared with a back-up plan in the event of difficulties (e.g. bring your presentation on a stick in a readable format, hand-outs, etc.).

If you do use audio-visual aids, keep your audience in mind. Projected text and images should be readable. Please take care to produce images that are clear and understandable and to give your audience time to see them. They will appreciate your care.

Handouts
Some speakers will wish to provide handouts for members of the audience. It is difficult to predict in advance how many people will be in the audience. Seven to eight sessions of papers are scheduled for each block of concurrent sessions. Thus, estimate the number of people who will be in the audience and prepare sufficient copies of any handout.

Discussion and Questions
Discussion periods are designed for clarification of points made in your paper or to draw connections between the papers in the session. All speakers in a session are entitled to respond to questions within the time limits of the session. If there are more questions than can be reasonably dealt with in the session, the chair has been instructed to wrap up the session. Questions unanswered can flow into breaks in the program or be addressed during other events throughout the conference.

Enjoy Your Presentation
Enjoy speaking about your research. Your enthusiasm will be contagious, and your audience will find your presentation engaging. SHARP conferences are noted for their lively, informative sessions. Let your paper continue this tradition!