Guidelines for Presenters | Full Papers: Tracks 1 to 8

1. Full paper presentations will be presented in **90-minute sessions** and will take place in the main conference venue (Dalhousie Building) at **11:30 and 14:00 on Wednesday and Thursday** and at **11:30 on Friday**

2. Authors will be allocated **20 minutes: 15 minutes for presentation**, followed by **5 minutes for questions** and discussion with the attending group

3. Authors will present their paper **once** over the three days. The session will be **facilitated by a Track Chair**

4. You are kindly asked to **check the Conference Programme** to identify the **exact date, time and room of** the session **you are presenting**: https://ead2019dundee.com/programme/

5. Your presentation should build on and extend the discussion in your paper. Visual aids: **PDFs or PowerPoint** slides can be helpful for summarising key arguments.

6. **If using either of the above**, please **send a copy of your presentation,** with your **Paper ID number and Last Name** **by Tuesday 2 April** to ead-2019@dundee.ac.uk   This will be uploaded to a centralised point in the University and streamed to the PC in the presenting room. **Please note**:

   a. If using **PDFs** – these will be presented in **Adobe Acrobat DC,** which is available in all rooms
   b. If using **slides**, please prepare as a **PowerPoint** file and ensure your **file is saved in .PPTX format**. This Guide will show you how to save it in the format you need. If you have **video** within your presentation, please **also** send as a separate file, clearly identified with your Paper ID number
   c. Please bring a **back-up copy** of your presentation **on a USB stick**
   d. As the University equipment is Windows based, it does not support Keynote

7. Please be available in your designated room **at least 10 minutes before your session starts**, to introduce yourself to your session chair and to check your presentation is fully loaded on the system

Numbers	Average of **25 delegates** in each session
	Full Paper Track sessions and Workshops will run in parallel – there is no pre-selection for the Track sessions
Presentation	You will present from the front of the room
Equipment Provided	• In-built PC (Windows operating system with MS PowerPoint and Adobe) • **If own laptop preferred,** there is connectivity: HDMI, VGA and mini jack audio. It is advisable to also bring an HDMI adapter appropriate for your own device • Slide advancer • Wireless coverage, visualiser, data projector, white board and flip chart
Room Layout	Flat group working room with moveable desks and chairs / chairs with palette arms
Technical	There will be onsite technical assistance if required
Presenter Helpline	**+44 (01) 7711 432745: Joyce Lamond**

Notes
- Timings throughout the day will be strict, to ensure the smooth running of the event and as a courtesy to your fellow presenters
- Please rehearse your presentation to ensure it is no longer than 15-minutes, to give you time for questions / discussion with the delegates
- There may be photographs taken during your session