



Guidelines for Presenters | Workshops

1. Workshops are **90-minute** interactive sessions and will take place in the main conference venue (Dalhousie Building) at: **11:30 & 14:00 on Wednesday and Thursday** and at **11:30 on Friday**
2. If you have arranged to have your workshop in a **location other than the main conference venue**, please take into consideration how participants might access your session (i.e. if they have to travel to/from the conference venue). A PA announcement to gather your delegates for departure from Dalhousie can be made by the organisers on the day
3. Authors will deliver their workshop **once** over the three days – [see full conference programme](#)
4. Workshop presenters should recruit their participants in advance, via the website link-back option provided, and advise the organisers once the agreed maximum number has been reached. The organisers will assist by promoting the link to the Workshops via email and social media.
5. Please **send a copy of your presentation**, with your **Paper ID number and Surname** 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**
6. Please be **available in your room** at least **30 minutes before your session** starts to familiarise yourself with the space and to check your presentation is fully loaded and working. Please vacate your room at the end
7. **If you are collecting data from your participants**, please provide them with Information Sheets and Consent forms to ensure the ethical collection of data – prepare in advance and bring enough copies for all participants. [Download example](#) of the type of information required.

Numbers	Maximum of 18 delegates can book in advance via the EAD2019 website booking link Workshops and Full Paper Track sessions will run in parallel – there is no pre-selection for the Track sessions
Equipment Provided	<ul style="list-style-type: none">• 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, 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
Handouts/ Toolkits	If providing handouts/toolkits, please bring enough for all participants as there are no bulk copy facilities available at the venue
Presenter Helpline	+44 (01) 7711 432745: Joyce Lamond

Notes

- The **90-minute session** should include your introduction and summing up and is required to **conclude promptly**. Timings throughout the day will be strict, to ensure the smooth running of the event and as a courtesy to your delegates
- There may be **photographs** taken during your workshop session