

BSHS Annual Conference 2010: 22-25 July 2010
Guidelines for Session Chairs and Speakers

These guidelines are intended to ensure that all presenters get an equal opportunity to deliver their papers and respond to questions. Chairs should make sure that all speakers in the session are aware of the time constraints on them, and of the method you will use to signal to them that they need to bring their presentation to a close. (You might, for instance, raise a hand to signal five minutes remaining, and a finger at the one-minute mark).

Please be polite but firm in keeping speakers to the allotted time. This is important to make it possible for attendees to move between parallel sessions by helping to synchronise timings across sessions. It is also important to ensure that all sessions finish on time, especially those immediately before lunch, so that catering arrangements are not disrupted.

Each paper should be followed directly by a short period of time for specific questions; you then have the possibility of using any time remaining at the end of the session for group questions or further individual questions.

The amount of time available for each paper will depend on the length of the session and the number of papers included in it. At this meeting your session will have one of the following formats.

	Number of papers	Time for each paper	Time for questions on individual paper	Maximum additional time
2 hour session	5 (or 4 + commentator)	15 mins	5 mins	20 mins
	4 (or 3 + commentator)	20 mins	5 mins	20 mins
	3	30 mins	5 mins	15 mins
1.5 hour session	4 (or 3 + commentator)	15 mins	5 mins	10 mins
	3 (or 2 + commentator)	20 mins	5 mins	15 mins
	2	25 mins	10 mins	20 mins

The additional time allowed may seem long, but experience suggests that in fact much of this time will be used up over the course of the session as speakers change over, in setting up IT systems, etc. To reduce such delays, **any speakers with PowerPoint presentations are asked to load them onto the locally-supplied laptop before the session starts.** Our student assistants will help with this if required.

Speakers are also requested not to include embedded audio/video or other special features that are not guaranteed to work as expected on the local machines. You are also advised to save your presentation in a format compatible with Office 2000 as well as 2007 if you have moved to the new format.