

## Information for Presenters

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**Rooms.** All sessions will take place in the University of Murcia (UMU) city centre Campus de la Merced. The main buildings are the *Aulario*, the *Facultad de Letras*, and the main *Paraninfo* hall, which are all very close to one another. For the location of these, please see the [Campus de la Merced](#) map. The Aula Jorge Guillén, Aula Mariano Baquero and the Hemiciclo are on the ground floor in the Facultad de Letras; the Aula Antonio Soler is on the ground floor of the Aulario; the Sala de Juntas is in the lovely old Facultad de Derecho; and the Paraninfo is in a separate building of its own. The book exhibition and registration area will be found in the entrance to the Paraninfo.

**A/V Equipment.** All presentation rooms are equipped with a projector. For those planning to use PowerPoint, there will be a laptop available in each room, although we recommend that presenters bring their own where possible. Since presentation time is limited to 20 minutes per paper (followed by 10 minutes of questions and discussion), it would be a good idea to upload your presentation at the beginning of the morning or afternoon session. Any person who requires an overhead projector for transparencies should send an email to [moisesal@um.es](mailto:moisesal@um.es) stating the time and room in which it will be required as these will not be available unless specifically requested.

**Wireless Internet Access.** UMU provides free WiFi access throughout the campus both in and outside the buildings for those who have a laptop. We also have a number of PC places reserved in the ALAs rooms for symposium participants to use during the symposium. You simply need to ask one of the SSLW student volunteers for the card that gives you access to this. They will be happy to explain the system.

If you plan to show websites and other online resources in your presentation, however, it would be a good idea to download them onto your laptop and test their functionality before coming to your presentation. In most cases, it is more effective to use a series of screenshots to show what the presenter wishes to show rather than to access the resource in real time, which may not be accessible at the time of the presentation for various reasons.

**Session Length.** Concurrent sessions are divided into 30 minute presentations. That means each presenter (or group of co-presenters) will have 30 minutes for a **very brief** introduction by the session chair, a 20-minute presentation, and ten minutes for questions and discussion. In most cases, there will then be five minutes for people to move between rooms before the following session begins.

**Before Your Session.** Please plan to arrive at your session a few minutes earlier to meet the session chair and other presenters, and to set up the equipment. If you cannot find a session chair in the room, do not wait for the session chair; please announce your name, institutional affiliation, and start your presentation as scheduled.

**During Your Session.** Please keep track of your time (or ask the session chair or someone else for help) and do not go over your scheduled presentation time. If you are

not experienced at presenting, you may wish to practice your presentation beforehand so you can finish in 20 minutes or less. Even if you have not finished presenting all the materials, please wrap up your presentation after about 20 minutes and leave some time for questions and discussion. If you have more information than you can convey in 20 minutes, please consider downsizing the scope of your presentation or providing additional material on a handout.

**After Your Session.** No matter what you do, please do not go over the 30 minutes allotted to you. When your time is up, please leave the floor so the next presenter can get organised and start on time.

**Tips for Presenters.** Here are some tips to consider:

- Each presentation (unless otherwise noted) will be 20 minutes, followed by a 10-minute period for questions and discussion. As you plan your presentation, keep in mind that 20 minutes is just enough time to present two or three major points with one or two examples each. If you are planning to report on a large project, such as your dissertation research, consider focusing on one or two most important or interesting parts of the study.
- If you plan to prepare a script, keep it under 8 double-spaced pages (in 12-point Times New Roman). Scripts should be written to be read aloud with explicit transitions and relatively short sentences. Unless you have excellent eyesight and can read small print in the dark, use a larger font than usual. However, presentations are often more effective if the presenter speaks from an outline or notes rather than reading the script.
- If you feel you have more details than you can present in 20 minutes, consider providing some of the details on a handout. Details of the method, intricate tables and figures, and long quotes are often more effectively presented as handouts rather than on the screen.
- If you plan to use PowerPoint, use 18-point Times New Roman (or larger). A good test of readability is to print out the slides and put them on the floor. If you can't read the slide easily while standing, it needs to be revised for readability. Light-colored fonts on dark background tend to be easier to read on the screen than black text on white background.
- Unless you are an experienced presenter who has developed a good sense of time, practice and time your presentation beforehand. During an oral presentation, time goes much faster than most presenters realize.
- Always have a back-up plan for your presentation. For example, if PowerPoint does not work for some reason, be prepared to speak from your notes or handouts.