



## Notes for Presenters in Conference Symposia

### (Individual Paper Presentations and as part of Self-organised Symposia)

Congratulations on being selected by the Conference Scientific Committee as a paper presenter within a symposium. These suggestions are meant to be a helpful guide. They are based on feedback about successful presentations at recent EECERA Conferences. Your paper has either been grouped within a self-organised symposium or clustered with others into a symposium with a shared theme.

All presenters receive these notes and they will, we hope, give reassurance to those who may not have presented before and form an agreed basis, for those not in a self-organised symposium.

We appreciate that a relatively short slot in a symposium is not always the best way in which to present your work but our role as organisers is to maximise the opportunities for those who have something important to say and to stimulate debate and contact.

Symposium should be seen as a chance to present the essentials of your work to an international audience of colleagues working in the same field, to get critical feedback and ideas, and to network with people who share your interests.

We do hope that your presentation will stimulate further discussion outside the symposium and perhaps future collaborations.

The scientific committee is very keen to see self-organised, cross-national symposia groups develop, and you may wish to consider this idea for future conferences.

No presenter should be in a symposium of more than 3 presentations and a symposium should last an hour and twenty minutes, being shared equally between the presentations.

We would suggest that at least twenty minutes are given to questions and discussion between audience and presenters. Presenters may also wish to have a public dialogue between themselves. This means that your individual presentation is unlikely to be more than twenty minutes for you to present the 'essence' of your work.

The chair of your symposium will introduce you and ensure you keep to time. Each symposium contains papers which have been grouped on the basis of the abstracts that were submitted during the 'Call for Papers'.

Every attempt is made to ensure that presenters within a symposium have some common theme. We recommend that papers are presented in turn, separated only by short questions of clarification. The session is concluded with an opportunity for audience debate and dialogue.

Be aware of your audience - many delegates will be talking and listening in a language which is not their own. Make sure you have clear messages and visuals in your slides to structure your talk and to give aid to those who may be having difficulty understanding you. In keeping with the inclusionary aims of EECERA, conference participants come from a wide range of countries, professional backgrounds and disciplines. Some contributors will be highly experienced but there will be many who are not. The development of contributors both as researchers and as communicators is seen by the EECERA trustees as an important part of raising the debate about early childhood issues.

Each symposium is allocated a symposium chair. The symposia chairs will encourage and support contributors, so use them if you need help. For those who are not in self-organised symposia, we have allocated chairs and will forward their emails to you so that you may begin a pre-conference dialogue. Your chair should be in touch in the run up to the event to liaise with you.

### **Preparation**

We would recommend that everyone reads each other's papers beforehand, or at least the abstracts which will be published in the conference abstract book, and perhaps have a brief preparatory meeting before the session, if possible on the previous day. If you can, have this meeting in the room you will be using for your symposium so everyone knows where it is.

Check the layout of the room and the technical equipment that you need is compatible. A technician and a conference volunteer will be on call should you need assistance.

Agree on a timetable with your symposium chair; how long each is to have; and what is the order of presentation. We recommend that essential questions of clarification are dealt with during or immediately after each presentation but approximately 20 minutes are kept for discussion at the end of the session. To be fair to all, agreed times should be strictly enforced by the chair.

Each room will have a projector, screen & laptop/ PC for you to use. If you are using a computer/projector, you will need to ensure that any presentations are saved in the correct format and brought with you on a memory stick. Please save presentations as PowerPoint files, in the universal ".ppt" format. More recent formats, e.g. ".pptx" may not be able to be used.

### **During the session**

Begin on time and finish on time. The chair will introduce you, so make sure they have brief accurate biographical details.

Requests from the audience for copies of your paper are your responsibility. You should either bring sufficient numbers for delegates who want a copy or, alternatively, you can ask delegates who want copies to leave their name and address on a sheet of paper so that you can e-mail them a copy electronically after the conference.

### **After the Session**

Respond to delegates who asked for further details and contact with you.

Make sure your room is left tidy and ready for the next session. Remove your presentation from the computer/PC and return any equipment you asked for.

If you wish to submit a full paper to the EECERA Journal, which is now included in the prestigious Institute for Science Information (ISI) Social Sciences Citation Index (R), you can do so online at: <http://www.eecera.org/journal/>. If your paper is successful in going through the Editorial Board's formal peer review process, it will be accepted for the Journal. Presentation at the Conference is no guarantee of that happening. An abstract of your poster will however be published in the Conference Abstract Book, and will also be published online in a searchable archive of Conference Proceedings on the [EECERA](http://www.eecera.org/) website.

Enjoy your presentation and thank you for sharing your work. We hope both your presentation and the wider conference bring you great opportunities for quality discussions and networking.

**EECERA Trustees**  
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