

Guidelines for Research Paper Presenters

As outlined in the original Call for Proposals, research papers are best suited to theoretically-oriented presentations, or to the presentation of completed empirical research.

Location and timing of your research paper presentation

This year we have scheduled both plenary and parallel research paper sessions.

Plenary research paper sessions will take place in the Auditorium of the main conference venue, the West Road Concert Hall.

Parallel research paper sessions will take place in the Auditorium and Lecture Room 2 of the West Road Concert Hall, and in the Ground Floor G-R06/07 Seminar Room of the Faculty of English next door.

Each research paper session will be chaired by a designated session chair who will introduce you at the start of your presentation, help distribute handouts if you have them, and assist with time-keeping throughout.

Your presentation should be no longer than 20 minutes in duration and your session chair will tell you when you have ten, five, two and one minute left. There will then be 10 minutes for questions and comments and your session chair will help manage the flow of these from the audience.

In fairness to those who present after you and in light of the busy conference programme, please ensure you keep within the allotted time. [It is always a good idea to practise and check your timing before you come to the conference.]

Equipment available for your presentation

A laptop, data-projector, presentation screen, audio speakers, microphone and presentation clicker/pointer (to move to the next slide) will be provided as standard.

Internet access will NOT be available. If you need to refer to the internet, please use screen shots.

The laptops will have Office 2003 installed, with software to run MS Powerpoint 2007. Laptops will include standard Microsoft packages. This does not include Adobe Flash Player. It will be possible to play video or audio clips. You do not have to use Microsoft Powerpoint.

Preparing for your presentation at the conference

Please be prepared to load your presentation before sessions start each day or during the lunch break as explained below. Visit the Registration Desk for information on where to load your presentation. You will need to inform Registration Desk staff whether your presentation will take place in the West Road Concert Hall or Faculty of English.

A technician will be available from Wednesday to Friday to assist with any technical difficulties.

Times to upload

- Wednesday am: Please upload your presentation **no later than 8:15 am** if you are presenting **before 14:00 pm on Wednesday.**
- Wednesday pm: Please upload your presentation **no later than 13:00 pm** if you are presenting **after 14:00 pm on Wednesday.**
- Thursday am: Please upload your presentation **no later than 8:15 am** if you are presenting **before 14:00 pm on Thursday.**
- Thursday pm: Please upload your presentation **no later than 13:00 pm** if you are presenting **after 14:00 pm on Thursday.**
- Friday am: Please upload your presentation **no later than 8:15 am** if you are presenting **before 14:00 pm on Friday.**
- Friday pm: Please upload your presentation **no later than 13:00 pm** if you are presenting **after 14:00 pm on Friday.**

Handouts to accompany your presentation

Conference delegates appreciate having a brief handout and you should bring copies of your handout with you to the conference. We anticipate welcoming up to 250 delegates to LTRC Cambridge 2010, but you will need fewer handouts if your presentation is in a parallel (rather than a plenary) session. After your presentation, you can leave spare handouts with the Conference staff at the Registration Desk so they can be made available for anyone who could not attend your session.

Please note there are NO PHOTOCOPYING FACILITIES at the conference venue. However, information on local photocopying services is provided below.

Photocopying services

Kall Kwik

Kall Kwik Cambridge
48 Clifton Road
Cambridge
CB1 7ED

Tel: 01223 502502
Fax: 01223 508510
Email: jjp@kkcambs.co.uk
Web: kallkwik.co.uk/Cambridge

Opening hours
Monday – Friday: 8:45 – 17:30

Pricing:
Contact directly for quotes

Plan-It Reprographics (Cambridge) Ltd

Atlas House, Cambridge Place
Cambridge
Cambs
CB2 1NS

Tel: 01223 302828

Pricing
Contact directly for quotes

Opening hours
Monday – Friday: 8:30 – 17:30
Closed Weekends

Staples

121 Chesterton Road
Cambridge
Cambs
CB4 3AT

Tel: 01223 303 232
Fax: 01223 303 141

Pricing
Contact directly for quotes

Opening hours
Monday – Friday: 8:00 – 20:00
Saturday: 9:00 – 18:00