

## Guidelines for Symposium Presenters

As outlined in the original Call for Proposals, a symposium involves multiple presenters on a single theme, and is best suited to the discussion of theory, research, practice and associated issues. It should not simply be a collection of independent papers delivered in sequence, but instead offer differing perspectives on an important topic or issue which act as the stimulus for wider discussion. A symposium should be distinctively different from a research paper session.

### Location and timing of your symposium

This year we have scheduled two parallel symposium sessions:

- Symposium Session A on the afternoon of **Thursday 15 April, 4.10 pm - 6.10 pm**
- Symposium Session B on the morning of **Friday 16 April, 10.30 am - 12.30 pm**

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

A symposium lasts up to two hours, and may include up to four individual presenters, plus a moderator or discussant. This timing allows for short (i.e. 10-15 minute) presentations, ideally presenting complementary or dissenting perspectives, and leading to a moderated discussion and/or audience participation.

Please note that no session chair will be provided for your symposium. It is the responsibility of the symposium organisers to introduce the session and its presenters, to distribute handouts if necessary, to co-ordinate the plenary discussion and audience participation, and to manage the timekeeping throughout. Cards will be available for you to signal to a presenter when they have ten, five, two and one minute left.

**In light of the busy conference programme, please ensure you keep within the allotted time.**

### Equipment available for your symposium

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 symposium

Please be prepared to load your symposium presentations at the start of the day or during the lunch break as indicated 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 onsite to assist with any technical difficulties.

## Times to upload

Thursday pm: Please upload your presentation **no later than 13:00 pm on Thursday**.

Friday am: Please upload your presentation **no later than 8:15 am on Friday**.

## Handouts

Conference delegates appreciate having handouts and you should bring copies of your handouts with you to the conference. We anticipate welcoming up to 250 delegates to LTRC Cambridge 2010, so we advise you to prepare at least 100 copies. After your symposium, 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

Opening hours

Monday – Friday: 8:45 – 17:30

Tel: 01223 502502

Fax: 01223 508510

Email: [jjp@kkcambs.co.uk](mailto:jjp@kkcambs.co.uk)

Web: [kallkwik.co.uk/Cambridge](http://kallkwik.co.uk/Cambridge)

Pricing:

Contact directly for quotes

#### **Plan-It Reprographics (Cambridge) Ltd**

Atlas House, Cambridge Place  
Cambridge  
Cambs  
CB2 1NS

Opening hours

Monday – Friday: 8:30 – 17:30

Closed Weekends

Tel: 01223 302828

Pricing

Contact directly for quotes

#### **Staples**

121 Chesterton Road  
Cambridge  
Cambs  
CB4 3AT

Opening hours

Monday – Friday: 8:00 – 20:00

Saturday: 9:00 – 18:00

Tel: 01223 303 232

Fax: 01223 303 141

Pricing

Contact directly for quotes