

Guidelines for Work-in-Progress (WiP) Presenters

As outlined in the original Call for Proposals, a work-in-progress session is designed to provide an opportunity for the presentation and discussion of work that is currently in progress and/or research that is being planned. At LTRC Cambridge 2010 the Works-in-Progress Session will take place on Thursday 15 April, 2.25 – 3.40 pm.

Some general principles

Make sure your work-in-progress (WiP) session accurately reflects the abstract you submitted to the LTRC Cambridge 2010 Organising Committee as this abstract will be printed in the conference programme.

A WiP is not a formal presentation. It is an opportunity for you to discuss your unfinished research or your plans for future research with others, and to receive comments and suggestions on how best to proceed with your research project. It is a valuable chance to benefit from the knowledge and experience of your peers concerning theory, methodology, relevant literature and interpretation of findings in relation to your work.

Timing and location for the Works-in-Progress Session

The Works-in-Progress Session is scheduled on **Thursday 15 April, from 2.25 to 3.40 pm**. It will take place across 3 separate rooms: Lecture Room 1, Lecture Room 4 and Lecture Room 5, all of which are located in the main West Road Concert Hall venue.

Each WiP presenter will be allocated a small table and chairs, to seat up to 7 people including you. There will be a label on each table with the presenter's name and the title of their abstract.

There will be a maximum of 20 WiP presenters, i.e. 6 or 7 tables in each of the 3 lecture rooms. As far as possible, we will group presenters in each room according to topic/theme.

Preparing for your work-in-progress presentation

Carefully plan how you will outline your research and discuss it with others within a 15-20 minute timeframe. You can bring examples of your work, paper handouts and other small visuals to help explain your project and to elicit feedback from your colleagues. You may want to list on a sheet some specific questions (theoretical, methodological, relevant literature, interpretation of findings, etc) that you'd like to discuss with others.

If you wish, you can bring your own laptop to help you with your presentation and discussion. But make sure that your laptop battery is fully charged as your table may not be located near to an electrical power point and we cannot allow trailing leads between tables for health and safety reasons.

We will NOT provide any additional technology and internet access will NOT be available to you. If you need to refer to the internet, please use screen shots.

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

Presenting your work-in-progress

When the Works-in-Progress Session starts at 2.25 pm, you should: i) spend a couple of minutes introducing your work to the group sitting at your table; ii) highlight one or two specific issues you'd like help with; and iii) engage in group discussion, i.e. taking questions and responding to comments. After 15-20 minutes we will ring a bell to suggest that it's time for people to move onto another WiP, but we will not force anyone to move! Most people will move on to another table and new people will come to join you at your table; a few may stay on with you for further discussion. You then repeat the process (focusing on the same or on other issues, as you wish). This means you will have the chance to interact with 3 or 4 different groups of people during the period from 2.25 pm to 3.40 pm.



Photos taken at the LTRC 2009 WiP Session in Denver

Photocopying services

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Kall Kwik Cambridge
48 Clifton Road
Cambridge
CB1 7ED

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