

Presentation Guidelines

Oral presentations

Each 30-minute oral presentation slot will consist of a 20 minute talk followed by 10 minutes of questions. Presenters must ensure that the duration of their talk adheres to the 20 minute rule.

On the conference day, please bring with you a short biodata (no longer than 80 words). The moderator will read this to your audience to introduce you before you begin.

Presenters should prepare their own handouts if they wish to distribute them to the participants. Give yourself enough time to do this (at least a day before the conference). The Linguistics Department cannot do this for you. We advise presenters to bring between 20-30 handouts to the conference.

Presenters are encouraged to use PowerPoint as their presentation media. The conference venue will provide computers, projectors as well as speakers for PowerPoint presentations. Presenters may also use OHP as their media. Presenters who are using PowerPoint are strongly advised to send their presentations in advance to Grace Bota (laelpgabstract@lancaster.ac.uk) by 30-June-2009.

The following guidelines should be helpful when designing PowerPoint presentations:

- Please use PCs rather than Macs when producing your presentations.
- Please make limited use of unusual fonts and animated images.
- Bring a copy of your presentation with you on a pen drive or a CD.
- Please ensure any sound files you wish to play in the PowerPoint presentation have separate back up copies.

Again, please practice your presentation to ensure you do not exceed the 20 minute time limit.

Good Luck!