



## Newer Researchers' Conference, 6/7 December 2011

***New communities, spaces and places: inspiring futures for higher education***  
**Celtic Manor Hotel, Newport, South Wales, UK**

### Guidelines for Presenters

---

Dear colleague,

We look forward to your active participation in the SRHE Newer Researchers' Conference in the field of higher education studies to be held on 6/7<sup>th</sup> December 2011. In order to help you organise your presentation please find here a brief set of guidelines.

➤ Time Constraints:

As you will be aware, time is of the essence in presentations. Each presentation has been allocated a total of 25 minutes to include the presentation and subsequent discussion/questions from the audience. The sessions will be chaired, and the Chair will facilitate the dialogue between the presenter and the audience, fielding questions and ensuring that the debate is kept to time. For paper presentations, we suggest that you have 15 minutes for presentation and 10 minutes for questions. If you wish to use your 25 minute session in a slightly different way, due to the format of your presentation, please discuss this with the Chair so that they can accommodate your needs.

➤ Structure:

Given the time limitations above, we recommend that you focus on the most significant aspects of your academic contribution in your presentation. This includes information pertaining to, but not exclusive to, the following areas: (i) the research problem (and/or questions) posed; (ii) the methods used (advantages and shortcomings) as well as the unit(s) of analysis; (iii) the main theoretical and/or analytical foundation for the study; (iv) the operationalisation of the study, i.e. how have the main conceptual/theoretical concepts been applied in light of the phenomena under investigation; (v) the main empirical findings (what does the data reveal?); (vi) the major implications of the study (data findings) for both, theory (academia) as well as practice (policy). *You will not have time to cover everything, so think carefully about your main message.* If you have a paper prepared, you can refer interested parties to your paper for more information – and of course you can carry on discussions after the presentation sessions!

➤ Audiovisuals:

You are free to determine which method of delivery works best for you. However, do consider using supportive materials like a PowerPoint presentation in order to ease understanding amongst the audience and/or while visualising information concerning main conceptual models and/or data sets (figures, tables, charts, etc.).

Diagrams that summarise your points or concepts can often be very helpful to the audience, particularly when this might be a concept that is new to the audience or that is particularly complex. Be aware of time constraints, however, the usual advice is to allocate around 3-4 minutes per PowerPoint slide, so ideally you should not exceed 4 to 5 key slides! It is helpful to include a front slide with the title of your presentation and your name, and then a final slide with your contact details and any references on. Of course, if you are able to provide a short paper as a handout on the day, you can always refer the audience to the list of references there. We would suggest you bring 30 copies of any handouts with you.

In order to ensure accessibility/visibility, do consider the size and type of fonts you use, and whether 'jazzy' backgrounds might make your slides harder to read. We recommend a plain font such as Arial of 36pt (certainly no smaller than size 18). Colours such as red, green and yellow can be hard for some people to see, so are best avoided.

PLEASE NOTE: if you wish to use audiovisuals (PowerPoint, PDF, Word, MP3 or other) please submit these by **25<sup>th</sup> November** to Francois Smit at the SRHE office ([fsmit@srhe.ac.uk](mailto:fsmit@srhe.ac.uk)) This will help to ensure that presentations are ready on the system and avoid problems with software compatibility, which can eat into your presentation time. Please note that OHP facilities will not be available.

➤ Audience:

For any presentation, it is imperative that you take your audience into consideration. Based on previous years, it is likely that many of those attending your session will also be newcomers to the field of higher education studies, or may be working on diverse aspects of HE research, so do not feel intimidated! It is highly likely that the audience will be keen to learn more about the strengths and weaknesses of your research design (questions, methods, theories, etc.) as well as the validity (internal and external) of your main findings. Bear in mind that, for many of your peers, this is an opportunity to "step-outside" of their own research projects and see things from a broader perspective, including providing critical insight and constructive feedback on the work of others. Equally, when introducing key concepts, try to ensure that you give a brief overview, perhaps referring to some key literature, to ensure that everyone has a good definition of the essential concepts in your research. If you are using abbreviations (e.g. PGNR), please ensure that you use the full version of the name first, so that the audience know what you are referring to. Over-use of abbreviations can lead to confusion, so consider this carefully.

To help get your message across, try to avoid using overly technical or complicated language. The most powerful way to deliver an effective message is to keep it accessible and straightforward. If your thinking is based on a well-considered and researched idea, this will not undermine your academic credibility.

➤ SRHE Conference website

Information about the SRHE Conference will be regularly updated on the Conference website [www.srhe.ac.uk/conference2011](http://www.srhe.ac.uk/conference2011). The full programme for the presentation of papers and information on all the events at the Conference will be posted on the site. You will also find here information about the venue and travel information. We also aim to provide responses to frequently asked questions. If this update does not answer all your current questions please email Francois Smit at [fsmit@srhe.ac.uk](mailto:fsmit@srhe.ac.uk).

Best wishes and good luck!

**Patrick Baughan and Dr Saranne Weller Dr Sian Lindsay**