2022 SRHE Conference, 5th – 9th December 2022
Guidelines for Presenters

We very much look forward to welcoming you to next month's online *SRHE Conference: Mobilities in Higher Education*. We eagerly anticipate a week of stimulating research papers, symposia, poster presentations, and plenary sessions, as well as facilitating engagement with our editors, authors, and publishing partners and providing opportunities for our SRHE research networks to convene for more informal discussions. We have carefully programmed the timetable to facilitate participation from multiple time zones in the many diverse events taking place, and hope this enables you to make the most of the event.

Conference Platform

Oxford Abstracts is the software we are using to manage our event, and all conference sessions will be run using Zoom. Once you have registered for the conference (click here to do so) you will receive an e-mail invitation from *Oxford Abstracts* inviting you to sign in and view the timetable. This is where you will find details for all sessions, including presentation titles, abstracts, authors/presenters, and Zoom links.

Zoom links will be available on the Oxford Abstracts program the week prior to the event. We will also circulate the Zoom links for each day's sessions the evening prior, so that you have a backup.

If you are unfamiliar with Zoom, please be assured that support will be available throughout the conference via our specialist IT partner, NomadIT. We will have SRHE team support on standby throughout the conference to help with any difficulties you might encounter.

We recently created video recordings of our sessions on online presentation skills and chairing at the SRHE Conference. These will soon be available to view on the conference area of the SRHE website (please click here) along with more general information for delegates.

Presentation formats

1) **Individual paper presenters**
   - Individual presenters have each been allocated **20 minutes** for their paper. Paper presenters have been grouped into panel sessions of 2-3 presentations, organised by overlapping research interests, methods, or subject areas.

   - Each panel session has been scheduled for 90 minutes. During panel sessions, each individual paper will be presented consecutively and then there will be 20 minutes for a group Q&A, led by an assigned chair.

   - Please adhere to the scheduled order of presentations, to ensure that our IT support team can make recordings accurately (and avoid recording those who have declined permissions to do so). This also ensures that attendees who wish to view specific papers are able to follow the timetable and plan their participation accordingly.

   - If a paper presenter withdraws at the last minute, the IT support team member on hand will display a holding slide until it is time for the next presentation. Attendees are welcome to stay in the Zoom room and chat in the meantime.

2) Symposia
- Each symposium has been programmed into a 90-minute slots. To ensure that symposia run punctually, we ask that each symposium aims for a **75-minute session** which includes time for attendees to ask questions/participate in discussion.

- Symposia organisers have complete flexibility over how they wish to use their 75 minutes. Please ensure that you are in contact with your panellists and chair/discussant to clarify your format of choice.

3) Poster presenters
- For poster presentations, there are two 90-minute timetabled sessions: **Tuesday 6th December (10:30 – 12:00)** and **Thursday 8th December (16:30 – 18:00).** During these times, all poster presenters are invited to be available for live discussion via Zoom with conference attendees.

- All conference attendees can also engage asynchronously with your poster. To enable this, we will ask you to please upload your poster in advance of the conference, by **30th November**. To do this:

    o We have reopened the original submission portal for posters with an additional 'poster upload' question: please click here to open the submission form. You can then upload your poster as a PDF document - if you have any issues converting your poster to PDF format, please contact us.

    o You are welcome to also take this opportunity to update any of your submission details if desired. Once you are happy with the information provided, please click 'submit' at the bottom of the form.

- Your poster will appear in the 'poster gallery' throughout the week. For support on logging into the conference and interacting with the poster gallery, please click here.

- Although we hope you will all have the opportunity to engage in live discussion with conference attendees during the scheduled poster sessions, Oxford Abstracts does also have a video recording function which you can use to supplement your poster.

If you spot any errors in the conference programme, we would be grateful if you could please let us know. If you have any access needs which were not previously communicated to us, do let us know how we can support your participation.

Should you have any queries about the conference or the Society generally, please don't hesitate to contact us on srhe@srhe.ac.uk.

With thanks and best wishes,
Sinéad & the SRHE team