SRHE
Society for Research into Higher Education
Advancing knowledge Informing policy Enhancing practice

www.srhe.ac.uk

2023 SRHE Conference,
6th- 8th December 2023

Guidelines for presenters

All meeting rooms will have a data projector, PC, PowerPoint facilities and internet.

To successfully participate in the conference session, please read the following:

1) Individual paper presenters

- Bring your presentation on a USB stick and note that you also have to upload the presentation onto the SRHE Dropbox link in advance of the conference (by 27 November 2023). To do this:

    o Click **here** to upload the presentation.

    o Ensure your presentation is named in the following format: Surname, First name followed by name of Parallel Session in brackets- e.g. SulimanRihana (1:2).

- Assemble in your session room at least 2 minutes before the session is due to start.

- Paper presenters have been grouped into panel sessions of 2-3 presentations, organised by overlapping research interests, methods, or subject areas.

- Individual presenters have each been allocated **20 minutes** for their paper followed by **10 minutes** for Q&A; this will be led by an assigned chair.

- Each individual session will be chaired by an appointed individual whose role is to manage the time and ensure the session runs smoothly and punctually allowing enough time for discussion and questions.

- Please adhere to the scheduled order of presentations and ensure that you keep to the time allocated to you, as it will cause disruption to sessions if you run over your allotted time.

- We suggest that presenters end their presentations with a couple of questions in order to stimulate discussion after their presentation.

- If a paper presenter withdraws at the last minute, attendees will be able to stay in the room and chat or they can choose to join another parallel session.

- Please note there are no facilities to support any virtual presentations and all presenters must be present in the room.

2) Symposia

- Each symposium provides a rationale and a series of individual presentations, and all have a Chair and a discussant to facilitate good debate and manage the Q&A.

- Each symposium has been programmed into a 90-minute slots. Symposia organisers have complete flexibility over how they wish to use the time of the session. Please ensure that you are in contact with your panellists and chair/discussant to clarify your format of choice.