

2024 SRHE Conference

4th- 6th December 2024

Guidelines for presenters

The Society is committed to protecting and promoting free speech and believes that a culture of free, open and robust discussion can be achieved only if all members engage critically but courteously, peacefully and respectfully with each other. For further guidance, please visit this link [Free Speech and Academic Freedom at the University of Nottingham - The University of Nottingham](#).

Please note that 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 must also upload the presentation onto the SRHE Dropbox link in advance of the conference (and no later than 21 November 2024). To do this:
 - Click on [here](#) to upload the presentation.
 - Ensure your presentation is named in the following format: Surname, First name followed by number of Parallel Session in brackets- e.g. [SulimanRihana \(1:2\)](#).
- Assemble in your session room at least 5 minutes before the session is due to start.
- Paper presenters have been grouped into panel sessions of 2-3 presentations, where possible 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, the Chair will decide whether to proceed to the next presentation and start the next paper earlier than scheduled or keep to the schedule

of the papers. 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.

Thank you for your interest in the 2024 SRHE conference; we look forward to welcoming you to the conference in December.