

DH Conferences: Guidelines for Presenters

You are allocated 20 minutes for your presentation, plus a further 10 minutes for questions.

The chair will hold up 5-minute and then 1-minute warnings and then has a right to cut you off if you are still speaking then.

You should aim to make yourself known to your session chair well before the session starts.

Please take note of any feedback from the programme committee on your submission.

It is usual practice at ADHO conferences to present the main points of the paper, rather than to read it out.

DH expects more than a simple 'show and tell' presentation. If your paper is about the development of a new resource or software, you should concentrate on a discussion of how your project meets the intellectual objectives of the research, and allocate only a small amount of time for a demonstration.

Data and overhead projection facilities will be provided.

Most presenters at DH use powerpoint or similar tools. You may use your own computer or one provided in the lecture room.

Please ensure that you are familiar with the technical facilities in the room in plenty of time before your session. You should be able to speak to a technical support person and try out your computer during one of the breaks.

The local organizer has discretion about the use of any other equipment. If you are thinking of using such other equipment, please contact the local organizer in plenty of time before the conference.

If you wish to use handouts, it is your responsibility to provide enough copies. For a parallel session, 100 will be plenty.

A selection of papers from the conference will be published in LLC. You will be contacted after the conference if your paper is selected for publication **(It would be a good idea to put a time scale on this – to prevent a lot of people e-mailing to ask about it.)**

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