

ICCA2018 GUIDANCE FOR PANEL CO-ORDINATORS & PRESENTERS

Panel co-ordinators

Each session during the conference is 100 minutes, and consists of up to 4 presentations. Some sessions have only 3 or even 2 presentations (often because of late withdrawals). The norm therefore is that **each of your speakers will have 25 minutes for their presentation**. They may allocate this time as they wish, dividing their slot between their presentation (e.g. 20 minutes) and time for questions/discussion (e.g. 5 minutes).

However, you may wish to set aside time for a general roundup discussion for your panel, which would might do by limiting each of your presenters to 20 minutes, for example. If you decide to do that, **it is up to you to let your presenters know, in advance, how much time they will have**.

Alternatively, **if you have a session with only 3 or 2 papers, you might choose to use some time after those presentations for that discussion**. If you do this, be aware that some of your audience may leave after the last speaker has presented, to attend presentations elsewhere. For that reason also, all presenters should take no longer than the 25 minutes allocated to them, because some of your audience may want to attend another talk scheduled to begin elsewhere, after your last speaker.

Presenters

If you are presenting in a themed session (e.g. Multimodality, or Phonetics & Prosody), **you will have a 25-minute slot in which to present**. This will not be reduced to accommodate any general discussion. It is entirely up to you what proportions of your time will be taken by your presentation, and questions/discussion.

Data handouts

Whether you are presenting in a Panel or as part of a Theme, if you are using a data handout you should **ensure that you bring sufficient copies of the handout for the possible/likely size of your audience**. Some indication of your (maximum) audience size is the capacity of the room in which you are presenting; the capacity of each room is shown on the programme, immediately before the schedule of presentations.

If you are using a PPT or similar, you are advised to **bring a backup on a memory stick**.