



## Presenting at International Conferences

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- Instructor:** Josie Dixon, Lucian Consulting
- Time:** Thursday, November 3, 2016: 09:30-12:30 & 13:30-16:30 (s.t.)  
Friday, November 4, 2016: 09:30-12:30 & 13:30-16:30
- Place:** Feldkirchenstr. 21, BAGSS seminar room FG1/00.06  
Feldkirchenstr. 21, BAGSS lecture room FG1/00.08
- Registration:** The number of participants is limited to 16. Therefore, please register early by sending a mail to Miriam Schneider ([miriam.schneider@uni-bamberg.de](mailto:miriam.schneider@uni-bamberg.de)).  
Registration deadline is Friday, October 14, 2016.
- Preparation:** Participants need to prepare a short (5-minute) sample presentation on some aspect of their research for delivery on the 2nd day, which will be run as a mock-conference. The presentations should be representative (in miniature) of the type of paper you would expect to give in due course at a real conference, using PowerPoint, handouts etc. as appropriate. PowerPoint files will need to be brought to the workshop on a memory stick. Prepared handouts can be copied in the BAGSS office.

### *Description*

This two-part workshop on writing and giving conference papers combines an introduction to international academic conferences, writing abstracts and preparing presentations, with a practical session on the second day (run as a mock-conference) in which participants have the opportunity to rehearse the delivery of their presentations, handle questions and receive feedback. The programme is as follows (there will be tea/coffee breaks and a lunch break):

#### Day 1:

- Ice breaker: how to not give a conference paper!
- Identifying conferences in your subject
- Submitting a paper
- What makes a good abstract?
- Writing your own abstract: key elements
- Writing the paper

- Delivery
- Using PowerPoint (or equivalents)
- Handouts: when and how to use them
- Handling questions and feedback
- Getting the most out of conferences

Day 2:

Mock conference:

- Participants' presentations, grouped into panel sessions
- Questions from the audience
- Group feedback on presentations and abstracts, and discussion