



### Advice and guidelines to presenters

Presenters should prepare an oral presentation lasting 15 – 20 minutes, plus 5 minutes for questions. Owing to the distribution of the keynote speeches and other events across the two days the length of the presentation sessions are different on the two days.

- On Thursday the presentation sessions will each last one hour and fifteen minutes which will allow for three presentations in each session. Since there is no time in between presentations we suggest that the next presenter should set-up their presentation during the Q&A of the previous one. Please try and avoid disrupting the Q&A discussions as you do this.
- On Friday the presentation sessions will each last one hour which will allow for two presentations in each session. Here there are 5 minutes between presenters to allow the second presenter time to set up after the questions from the first presentation are concluded.
- **Symposia:** The symposia are considered as one submission but they consist of 60 minute conference sessions organised by the submitters. The Chairperson named on the proposal is responsible for the time-keeping of the presentations and the management of Q&A of the symposium.

Excluding the Symposia, the BESA Conference Committee will allocate a chairperson for each session that will take care of time-keeping and discussion management. Please plan your presentation in a way that **it will not exceed** the allocated time and will allow some questions within your allotted time. PowerPoint facilities will be available in all conference rooms. However, we would like to advise you:

- Please find the room earlier on the day of your presentation or the day before in order to ensure you know where it is and whether your presentation is compatible with the offered software. IT support will be offered during the conference, but you need to ensure that your presentation is working in advance to avoid disappointment.
- Please respect the time limits as it is matter of courtesy to other presenters. Please make sure that your presentation does not exceed the 20 minutes.

BESA cannot make arrangements for all oral presentations to be provided in print format. Therefore, if you prefer your audience to have hard copies of your presentation you should provide handouts for the audience (about 15 to 20 copies). Make sure you have your contact details available in case any colleagues would like to contact you regarding your paper presentation.

BESA does not issue conference proceedings but it will provide a copy of all abstracts of the papers, which will be published via the conference website at the start of the week of the conference. All conference information (programme, paper sessions, advice and guidelines to presenters and the abstracts' book) will be available on line so **visit the BESA website for more information by following the link: <http://educationstudies.org.uk/conferences/besa-conference-2017/>**

BESA publishes a refereed electronic journal: "Educationalfutures" that is a platform to debate theoretical issues for Education Studies. If you would like to have your paper published in our peer reviewed electronic journal, BESA would like to invite you to submit the paper to the online journal: Educationalfutures. The "Educationalfutures" journal has a ISSN number (1758-2199) and articles that are submitted for publication are refereed by members of the editorial board, all of whom are experts in the field of Education Studies.

Please visit <http://www.educationstudies.org.uk/journal/> for more information. Anyone interested in making a submission for the future editions of the journal should contact the editor ([J.Gazdula@bolton.ac.uk](mailto:J.Gazdula@bolton.ac.uk)) for further guidance.