



INFORMATION FOR SPEAKERS AT THE EAIR FORUM

Most of the presentation of papers will be presented in 30-minute slots. Speakers present their paper in maximum 20 minutes, allowing a minimum of 10 minutes for discussion. The Track Chair is instructed to be very strict in keeping to the time allocated. We are sure that in including sufficient time for questions and discussion, your audience will benefit even more from your expertise on the subject.

General remarks

- Please be aware that the requirements for an oral presentation have different constraints than a research paper or the paper you write to be published on the EAIR website.
- 20 minutes is not a lot of time. We request you to be selective and use the time available to present the key points only.
- Ask yourself what you would like to hear if you were a member of the audience.
- Prepare in advance what you would like to discuss with your audience and lead up to this discussion by presenting only those points that are necessary for this discussion. Assume your audience read your abstract and outline and therefore knows about what you did and why you did it. Concentrate on the results and the analysis and why these are important for the audience.
- Pose some questions and structure your presentation around these questions by answering them one by one. You might find the following list of questions helpful in structuring your presentation:
 - What problem and/or issue does the paper address?
 - Why is it important?
 - What is the background to the problem and/or issue (including relevant literature)?
 - How have you approached the problem and/or issue?
 - What, if any, are the strong and/or weak points in your methodology?
 - What did you find out as a result of your work?
 - How do the findings relate to previous work?
 - What are the implications of your work for others? (Also, how generalisable are your findings?)
 - What are your conclusions?
- Bear in mind that many of those in the audience will *not* be native English speakers. Make an effort to speak slowly and clearly. Reckon on speaking at 100 words per minute. An A4 page with 1½ spacing holds 350-450 words. So you should have no more than between 5-7 pages to start with and to work from.

Preparing your Presentation

- Prepare a –PowerPoint– presentation that highlights the key points you are making or the questions you are going to pose. Use them as focal points for your presentation without the necessity of a written text in front of you. This in order to prevent reading the text instead of talking to the audience. Use your colleagues to practice on.

- If you need to give a lot of background material, tables, pie charts or information on extensive research, you may wonder if a *poster* is not the medium to use instead of an oral presentation. Maybe you could use even both, using the poster to show your background data and the oral presentation to discuss them with your audience.
- Use the sequence of these visuals as a way of managing the distribution of your time. Make a note for yourself how much time you have for each visual and stick to it.
- Use one visual for every question or every point you want to make.
- Do not present more than 4 or 5 lines, of 4 or 5 words each, on each visual. Use a 'bold' typeface to ensure the words are clearly legible (minimum 18 pt).
- Remember that your visuals may be presented in a room with a capacity of as few as 50 or as many as 150 participants. If possible preview them in a comparable setting to ensure that they are clear and easy to read.
- You should avoid using only capital letters or underlining. It is better to use colours or bold letters to emphasis a statement.

We kindly request you to send your PowerPoint presentation to the EAIR Secretariat before 18 August 2010 in order to add your presentation to the Track computers in advance. This is to avoid any problems during presentations. In case you are not able to meet this deadline, please bring your .ppt presentation on a usb stick and forward to the Forum Secretariat well in advance of your presentation.

Using Microsoft PowerPoint

- Use a simple, proportional, Sans Serif font. Effective choices are for instance Arial or Helvetica. Serif (e.g. Times) may be difficult to read.
- As in overhead transparencies set the smallest font size at 18 points, larger is better. Using larger fonts will limit the number of words per slide.
- Even the most advanced projection systems can be difficult to see at times. Strive for strong contrast between text and backgrounds. When in doubt use either black text on a light background or white text on a black background. Combinations such as red text on a blue background can often be very hard to read when projected. Patterned backgrounds should be avoided.
- If you created your presentation on your desktop computer and plan to transfer it to your portable, make sure that when saving the presentation to a .pps file you check 'Save with Fonts' or 'Embed True Type Fonts' in the 'Save As' dialogue.
- Place a shortcut of your .pps file on the desktop to enable you to open your presentation with one click without search for the file. Once your presentation is open you can hide your first (or any other) screen until you are ready to start by pressing 'B' to blackout the screen (or 'W' to 'whiteout' the screen) then press the 'B' or 'W' again to reveal the screen when you are ready.

- Be familiar with key commands to move around in the slide presentation if your audience asks to return to earlier screens. (To go back one slide, you can press 'page up' without revealing the menu). In show mode, type a number then hit 'enter' to go straight to that screen. This is particularly useful if you have a large show for multiple speakers - just make a note of the slide number where each one starts. If you need to do a lot of jumping around, then all you need to do is add hyperlinks as you create, then click on the relevant button or word to go the desired slide.
- Disable screensavers and power saving features.
- Come prepared with backup overhead transparencies in the event of software or hardware failure. There is a standard overhead projector in every room.
- Rehearse your presentation prior to the Forum; use your colleagues to practice on.
- Test the hardware and software in advance. Discuss this with your Track chair or the EAIR Secretariat, which will also be possible at the Forum venue.

Forum presentations on the EAIR website

EAIR publishes all presentations on the EAIR website, which is accessible for all participants attending the EAIR Forum. Presenters will be invited to write a paper of 3,000-5,000 words giving valuable background information on the presentation and thus eliminating the need for handouts. The paper should be written on the basis of the accepted proposal referred to above.

We will kindly request you to submit to the EAIR Secretariat (eair@eair.nl) before 2 August 2010.

TEAM Journal

'Tertiary Education and Management' - TEAM for short - is the journal of EAIR. It has been published since Spring 1995. There are four issues a year and made available at no extra charge to all members. Should you be interested in submitting your paper for TEAM review, please visit our EAIR website for more information <http://www.eair.nl/publications/TEAM.asp> The paper will be reviewed by the TEAM Editorial Board after the Forum. After refereeing by independent reviewers, the best papers are selected for publication in TEAM.

Preliminary Programme and website information

The information in the Preliminary Programme will include the name of all authors. The Preliminary Programme will be on the EAIR website by 26 May 2010. As a speaker you will be expected to register your attendance as well. We will encourage you to do so before the early bird deadline 9 July 2010 so that you obtain the discount.

Your Abstract will be featured on the EAIR website (www.eair.nl), and also be published in the Final Programme, which will be handed out to participants during registration in Valencia.

Your Outline will also be included on the EAIR website, 'for participants only' section. You are required to register your participation to have your outline included and to be able to enter this section. The outline will be posted on the website in a pdf-format.

Forum registration

Regretfully EAIR is not able to offer speakers at the EAIR Forum an honorarium, to give a fee waiver or to compensate the accommodation and/or travel expenses incurred. However, please rest assured that the EAIR members appreciate your contribution. Hope that you will enjoy your participation in the EAIR Forum in Valencia.

The registration fee for the EAIR Forum in Valencia is :

EAIR member € 510

Non member € 675

Student in the higher education € 255

Emeritus € 340

An additional fee of €55 for registrations after 9 July (closing date for early bird dateline)

You can view the Preliminary Programme by 26 May 2010. An email will be sent to you when the website is ready to be viewed. Thank you for your understanding.

<http://www.eair.nl/forum/valencia/registration.asp>

The registration fee is exclusive of bank charges and Forum Banquet.

Should you have any further questions, please contact the EAIR Secretariat eair@eair.nl

The EAIR thanks you for your kind support and contribution to the Association.

Look forward to seeing you in Valencia.

EAIR Secretariat