NOTES FOR PRESENTERS

Thank you for presenting at QPR2016. Without you, the conference simply would not happen. These notes are intended to ensure that sessions run smoothly.

1. Please ensure that your Power-Point slides are loaded onto the AV system at the central desk which is located in the main registration area as early as possible in the conference and in all cases at least one session BEFORE you are scheduled to present. This is particularly important for those of you who are presenting on the first morning. (We would strongly advise you to bring two copies of your presentation(s) on different media to guard against a device failure.)

2. Please go to the room in which your session is being held 5-10 minutes before it begins to meet your session chair and check that your Power-Points have been centrally loaded.

3. Prior to each presentation, the chair will announce your name (and that of other authors), and the paper's title or focus. You can provide further details yourself as you think appropriate.

4. During the presentations, time limits will have to be enforced strictly to allow time for discussion and also to allow people to change streams between papers. Presenters should plan for their presentations to be no more than **15 minutes** which will allow **10** minutes (or **7** minutes in the case of the sessions running parallel with the Pecha Kucha plenary*) for questions/comments. SIGS and workshops are run according to the structure set out by the SIG or workshop leader. Your session chair will give you a sense of the passage of time through the use of reminder cards.

5. Presenters are advised to bring any printing they require with them to the conference as access to printing at the National Wine Centre is limited and is subject to a relatively high cost (20c/page for B&W & 40c/page for colour).

6. Papers for the refereed conference proceedings will be formally called for later with a submission date of 1 June 2016.

* Most sessions have been allocated a 90 minute block on the Program and include three papers giving 25 minutes per paper (allowing 5 minutes for changeover). The sessions running parallel to the Pecha Kucha session (Thurs 21st April at 13.15pm) a 105 minute block has been allocated for four papers giving 22 minutes per paper (allowing 4 minutes for changeover). Four of the sessions running during the final session in the conference (Fri 22nd April at 11.15) contain four papers, giving 25 minutes per paper (allowing 5 minutes for changeover).