EASA 2014 Presentation Guidelines.

Dear EASA 2014 Presenters and Session Chairs,

The convening committee looks forward to welcoming you to Prato. We have an exciting and rich program for the conference. In order to make the experience as positive as possible we ask you to follow the guidelines below to ensure a vibrant and exciting conference with lots of time for discussion and consideration by the audiences. We have presenters at EASA from all over the world and from contexts where there can be a variety of expectations about presentation style and length so we ask that you read the guidelines.

* Session chairs are asked to briefly introduce participants and refer the audience to the programme for a full biography of the presenters.

* In order to fit as many papers as possible and to put papers together that speak to each other some sessions have 4 presenters. If you are in a session with 4 presenters you need to keep your paper within a **15 minute** limit.

* To ensure that there is time for discussion, papers must abide by the time limit: 20 minutes in a three paper session, 15 minutes in a 4 paper session. Session chairs will be asked to warn participants with 2 minutes to go, and when the time elapsed. Please heed the session chairs and finish when you are asked.

* Session chairs will have signs to hold up at 2 minutes and when the time is up..Signs will be at each presentation venue. Please use them!

* The time for questions and discussion will be at the end of the session presentations.

* if you are using a-v support such as Powerpoint, please test your equipment 15 minutes before your session begins. There will be technical support if you need it. Please bring your a-v on a usb stick so that we do not have to switch hardware in-between presentations.

Thank you in advance for following these guidelines. We look forward to a stimulating scholarly environment for everyone.

Maryrose Casey
Chair Programming Committee