

## **DEAR COMPETITIVE SESSION PRESENTER:**

We look forward to welcoming you to the 6TH AIB – CEE CHAPTER ANNUAL CONFERENCE in Kaunas! Thank you for your submission and congratulations once again on being selected for the conference program!

In preparation, we are sending you some guidance regarding the presentation of your paper (drawing upon past AIB collective experience). While many of you are already very experienced at presenting conference papers, for others this will be a first-time experience. In either case, we hope that you will find these suggestions helpful.

### **1. READ THE ABSTRACTS IN YOUR SESSION**

During the registration, you will get the bag with conference materials where among other materials you will find the USB Memory Stick with the “Book of Abstracts”. Please read the abstracts of the papers that will be presented in your session ahead of time. This way, each presenter can attempt in their presentation to link their papers to the other presentations for a more cohesive and stimulating session.

### **2. MANAGE YOUR PRESENTATION TIME**

**All sessions are one hour and forty-five minutes (105 minutes) long.** Most sessions have 5 presenters (some sessions have only 3 or even 8 presenters). If each presenter in 5 presenters session takes 20 minutes, then there are 10 minutes for presentation and 10 minutes for discussion. Many session chairs will offer integrative comments at the end of all presentations, and it is important that you give the audience sufficient time to comment as well. Therefore, a good general rule is:

- Eight papers: 13 minutes per paper
- Seven papers: 15 minutes per paper
- Six papers: 17 minutes per paper
- Five papers: 20 minutes per paper
- Four/three papers: 25 minutes per paper

We ask that you keep to these time limits as closely as possible. The session chair will also be asked to control the time for all the presenters and ask you to stop if you run over your time limit.

### **3. MAKE A QUALITY PRESENTATION**

Computers (running Microsoft Windows) connected to Internet and computer projectors will be available in all rooms. You simply need to bring your presentations in the form of a PowerPoint file on a USB Memory Stick or you will be able to download it from Internet sources (cloud drives, etc.). Prepare as many slides as you can deliver within the scheduled time. Your slides should be printed in a minimum of 18-20 point font, (preferably in ARIAL as it is easier to read from a distance) in order for your text to be seen from the audience.

### **4. NO SHOWS**

In common with other academic associations, AIB enforces a “no show” policy, to maintain the integrity and quality of the conference. This policy requires that at least one author of each manuscript listed in your session must register, attend, and present at the designated session. You can find more about this policy at

<https://aib.msu.edu/aboutnoshow.asp>

If for any reason you are unable to present your paper, please inform your session chair or conference organizers in advance of your session.

We hope you find the above suggestions useful and we look forward to seeing you all in Kaunas!

Jurgita Sekliuckiene, Conference Chair  
6TH AIB – CEE CHAPTER ANNUAL CONFERENCE