



# How to give a conference paper

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# Types of presentations

- Panel presentations
- Papers with respondents
- Poster presentations
- In all cases consider occasion and audience

# I. Process of writing a proposal

- Read the conference call carefully, noting the main foci and keywords
- Always adjust your ideas to the conference theme(s)
- Remember the presentation format and time available when formulating your topic
- Usu. presentation time max 20 min
- Usu. proposal length 200-250 words

# Process of writing a proposal

- Pick a topic you know
- Pick an informative title
- Consider your audience
- Focus and be concise
- Avoid wordiness and obscure thinking

# Title examples

- Anxious Pedagogies:
- Negotiating Precarity and Insecurity in the Classroom
- Proust and Photography:
- Reviewing the Recherche through painting, Photography, and Journalism
- He Said WHAAT??!!
- Editing Oral Texts for Print Publication

# Structure

- Make your point early
- Show your theoretical framework and methodological examples (but no space for lengthy quotations)
- Show how you plan to solve the problem
- Show your contribution to the field

# General rules

- Stick to the word limit
- Edit and proofread carefully
- Submit proposal on time

## II. Giving the paper

- Structure of the paper
- 1. Introduction (aims, hypothesis, knowledge gap, introduction of material/sources)
- 2. Body (proving the hypothesis using carefully chosen examples)
- 3. Conclusion (main conclusion, take-home message)



# Style of presentation

- Academic style (avoid both colloquialisms and too specialist language)
- Slides support presentation (have to be clearly connected!)
- Slides should be easy to read (relatively little text, large font, illustrations should not overpower the text, visuals have to be relevant)
- About 5 slides for 15 min presentation

# Preparation

- Audience, place, time
- Check the location
- Back up slides
- Notes/full text (but it should not be read in a monotonous voice)
- Notes should be easy to read + practice presentation
- Clear and calm delivery, eye contact

# Main problems

- Too much information, no argument
- Too much reporting of other people's work, no time for your own analysis
- Going over the time (cannot finish the paper properly, no time for Q&A)

# Web presentations

- Dress professionally
- Tidy up your background
- Check your equipment, internet connection, audio, video, camera angle
- Minimize potential interruptions (turn off notifications on the phone and computer)