

Guidelines for Presenters at Digital Humanities Conferences

Approved by the ADHO Steering Committee on June 18, 2011

Regular Sessions:

Session chairs will be designated by the Program Committee. Please be in touch with your session chair well before the conference starts. Please also take note of any feedback from the programme committee on your submission, as you consider your final presentation.

At the session, you can expect that data and overhead projection facilities will be provided. The local organizer has discretion about the use of any other equipment. If you are thinking of using such other equipment, please contact the local organizer in plenty of time before the conference. Most presenters at DH use powerpoint or similar tools. You may use your own computer or one provided in the lecture room. Please ensure that you are familiar with the technical facilities in the room in plenty of time before your session. You should be able to speak to a technical support person and try out your computer during one of the breaks.

The recommended practice at ADHO conferences is to present the main points of the paper, rather than to read it line for line. Conference attendees will also expect more than a simple 'show and tell' presentation: for example, if your paper is about the development of a new resource or software, you should concentrate on a discussion of how your project meets the intellectual objectives of the research, and allocate only a small amount of time for a demonstration.

In the usual DH session, speakers are allocated 15-20 minutes for each presentation, plus a further 5-10 minutes for questions, for a total of 25 minutes. The session chair, in consultation with the panelists, may elect to hold questions to the end of the session, but speakers should still observe the 20-minute time-limit. The chair will hold up one 5-minute warning at 15 minutes in, and one 1-minute warning at 19 minutes in; if you are still speaking after 20 minutes, the chair will ask you to stop, in order to allow questions.

If you wish to use handouts, it is your responsibility to provide enough copies. For a parallel session, 100 will be plenty. The local organizer should be able to tell you where to find the closest copy shop, if you want to print and copy the handouts upon arrival at the conference, rather than carrying them with you on the way.

A selection of papers from the conference will be published in LLC. You will be contacted after the conference if your paper is selected for publication (normally, within 45 days of the end of the conference).

Poster Session:

Poster sessions are normally a significant part of the DH conference, and posters provide an important opportunity to discuss work in progress, to demonstrate software, and to share ideas in an environment that is more conversational than a regular session. Poster presenters can expect that the local organizer will provide posterboard of at least 1 meter by 1.5 meters for each poster, along with thumbtacks or other means of affixing the poster to the

posterboard. The local organizer will also provide easels or a way of hanging posters on the wall.

If a poster presenter wants to use a laptop as part of a poster presentation, he or she should consult with the local organizer to make sure this is possible. In the event that it is possible, the presenter should not neglect to confirm that the local organizer can provide a table, power, wireless or any other necessary facilities. Projectors, external monitors, etc. are not usually provided for posters.