



**31 May - 03 June 2016
at ISEG - Lisbon School of Economics
and Management**

CONCURRENT PRESENTER REQUIREMENTS FORM

Presenter(s)
Mobile No. **Email**
Flight No. **Arrival Date**

Requirements

1. Please email brief bio details to astincolloquium2016@gmail.com (if you have not already done so).
2. For your session, you will be supplied with a computer, screen, data projector and technical support. If you require any additional equipment, please enter details here (special equipment can only be supplied on request):
3. **Tick this box** if you do not wish to have media representatives attend your session.
4. Please confirm the keywords for your presentation.

Presenter Guidelines

These guidelines are aimed at ensuring that participants get the most out of your session.

Please ensure you advise the events team as soon as possible if you are no longer able to present as places for the program are in high demand.

We encourage you to create interest around your presentation by tweeting prior to the Forum using the hash tag #ASTLIS16 .

Presentation Content

Presenters should avoid reference to specific services or software provided by an individual firm. If such references are unavoidable, presenters must provide a balanced opinion of the services/software. Blatant marketing material is unacceptable.

Publication Agreement

IAP will publish the presentations from the Colloquium on the website, and in other IAP publications. As we require authorisation to do this it is important that you complete the attached **Publication Agreement**

Bio Requirements

Your bio will be used by the Chair of your session to introduce you. It should be no more than 150 words long.

Papers and Presentations

All presenters will be required to send their papers or presentations on pdf format.
We advise the use of the templates

Presentation Paper coversheet

- ▶ No logos are to appear within the paper or presentation.
- ▶ We encourage discussion and would request that you avoid reading your paper/presentation word-for-word. It is much more interesting for the audience if you present in a less formal manner.
- ▶ Please time your presentation before the Colloquium, making sure that you allow sufficient time for discussion. You should assign 20 - 25 minutes for your presentation with the remaining 5 - 10 minutes allocated to questions and discussion with delegates.

Chairs will ensure speakers to keep to the timeframe.

- ▶ We strongly encourage you to rehearse your presentation before arrival.

Key Deadlines

All submissions are to be sent to the astincolloquium2016@gmail.com, as per the deadlines below.

ITEM	DEADLINE
Bio Details (up to 150 words)	ASAP
Publication Agreement	together with the paper or presentation
Presenter Requirements Form	15 March 2016
Paper	15 March 2016
Presentation	15 May 2016