



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

PLENARY PRESENTER REQUIREMENTS

Presenter(s)

Mobile No. **Email**

Flight No. **Arrival Date** **Arrival Time**

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.

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

Presentation Content

Presenters should avoid reference to specific services or software provided by an individual firm.

Publication Agreement

IAP will publish the presentations to the Colloquium on Colloquium website, and in other Institute 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 Facilitator 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 following templates

Presentation Paper coversheet

- ▶ No logos are to appear within the paper or presentation.
- ▶ 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 and photo (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