Some short additional notes on how to give a conference paper:

The paper I uploaded is a decade old. Reading it through I'm shocked to see I'm referring to OHPs. Did they really last that long?

So below are some updates which relate both to technology and to experiences we have had, bad and good, over the past decade.

Technology

Powerpoints have come a long way since we wrote *don't bother* but they still hold traps for the unwary:
- Have your presentation on a USB key, and make sure it is compatible with the local system (one of us once discovered that her presentation wouldn't work in Japan. No idea why.) Don't try to add in your own machine (unless there is something really technical on a software package only you have), it uses up time.
- Add your name to the file—we are impressed by the number of presenters who call their file <Presentation.ppt> and have to flick through several that have been pre-uploaded.
- No more than 12 slides (really).
- Make sure that you know what your slides are for:
  - Slides are not for argument: they close down argument and reduce what you can cover.
  - Slides are for illustration and for evidence.
    - If they are for statistics, use graphs and charts where possible.
    - If they are pictures, make sure they are clear.
    - If they are quotes, 18 point font and upwards. You can't always keep a quote short, but use ellipses to keep to the heart of the quote.
  - **Do not read quotations aloud!** Your audience can read.
- Do talk *about* your slides. If they are there, they must be interesting. Explain why.

Visualisers are the greatest tool ever: they are cameras which point to an object or a page and project it. They are particularly useful if you want to show a comic strip which can be hard to get on a power point slide.

Ways to be rude

Begin with a quote in a foreign language without saying that's what you are doing. This one was brand new to me: about a third of the audience knew what was going on, and the rest were signalling to me (as moderator) to end the paper. Begin by saying: "I will begin with a quote". We may still think it a bit pretentious to recite *Jabberwocky* in Latin, but we will at least be able to relax.

If someone asks you to use the microphone *do not reply* "Oh, I can speak loudly!"

- No, you probably can't. Very few people can sustain projection for 20 minutes. All the people we know who can (including one of us) are trained singers/actors.
- It isn't relevant to anyone with a hearing aid: hearing aids often pick up electronic sound better than they do the voice; if there is a hearing loop in the room it will pick up the microphone.
- And while we are on the topic, if someone asks you to turn to them so they can lip read, please do so.

Running over time

Ah, the people who think we are joking when we say "2100 words for 20 minutes"!

Here's how to cut your written paper:
- Get rid of the cute quote at the start.
- Lose that anecdote.
- Get rid of the quoting of lots and lots of other people—or at least trim the quote to the bare minimum.
- Write another paper: literally outline what you wrote and rewrite it, assigning a wordage to each section. It's much easier to write three sections of 700 words than one of 2100.
- And, again, do NOT say half-way through "I'm going to skip the next bit, because I am running out of time" and then visibly turn over five or six pages. This is so incredibly unprofessional, and insulting. It tells the audience that you have not bothered to write a paper just for them, that you haven't timed it beforehand, that you really just couldn't care less. (If you really have got five to six pages too many, remove them physically from your paper before breakfast *and don't tell your audience*!

<div align="right">

Farah Mendlesohn
Edward James

</div>