

Guide for presenters at the FLARE conference

PRESENTATION FORMAT

- Powerpoint Presentation or PDF
- Windows Compatible

PRESENTATION SUBMISSION (Oral presentations and lightning talks)

1. Submit your presentation to flare-ppt@umich.edu no later than midnight, Paris time (GMT+2), **Wednesday, November 25, 2015. *Early submissions are appreciated!***
 - o Title your presentation as follows: "LAST NAME_FIRST NAME"
2. Please **also** bring a copy of your presentation on a USB with you to your session

Laptops will be set-up for uploading presentations on Friday, November 27, but we **strongly request** that you send your presentation by the date above.

FULL PAPER SUBMISSION

1. To be considered for a special issue submission (Journal TBD), submit your full paper in PDF format to flare-paper@umich.edu no later than **Sunday, November 15, 2015. *Early submissions are appreciated!***
2. Guidelines: 5,000-8,000 words, following [Chicago Style Guide](#). If your paper is selected as part of the Special Issue collection, style may change depending on the chosen journal.

SESSION LOGISTICS

Moderator: All sessions will have a moderator, who will keep track of time (including giving a two-minute notification and a 30-second final notification) and moderate the ~25 minute Q&A session at the end of all talks.

Presentation Check: Please arrive at the room at least 15 minutes before the session begins to check your presentation and introduce yourself to the moderator.

Length:

- **Oral presentation**
 - o For sessions with four talks, each talk should be 10-12 minutes.
 - o For sessions with five talks, each talk should be 8-10 minutes.
- **Lightning talk**
 - o Each talk should contain 5 slides and be 6 minutes in length. Aim for a tight, punchy talk that gets right to the core of your research. Design your slides to present only critical information, such that the audience comes away with a clear take-away point.