

## Culture Conference 2021 Presenter Instructions

As we need time to make and distribute the conference booklet and compile the pre-recorded talks, we need submissions a little earlier than we would at an in-person conference and have therefore set a **deadline for sending us your poster PDFs and talk recordings of Monday 31<sup>st</sup> May**.

We will try to be as accommodating as possible regarding this deadline, but **any materials not received by 9am on Thursday 3rd June may be missed out of the conference booklet**.

**Please send any required information or attachments to [cultureconference@stir.ac.uk](mailto:cultureconference@stir.ac.uk)**

### **Keynote Presentations:**

*Format:* 1 hr slot (45 mins +15 mins questions)

*Deadline for title and abstract:* **Monday, May 31**

### **Short Live Talks:**

*Format:* 30 min slot (20 mins + 10 mins questions) presented live via Zoom. Q&A will be live.

*Deadline for full author list, and any minor changes to title and abstract:* Monday, May 31

Presentation time slots will be outlined in the conference booklet which will be distributed the week prior to the conference. If you have any restrictions on your availability to present at a particular time please let us know as soon as possible and we will do our best to accommodate this in our scheduling.

### **Pre-Recorded Lightning Talks:**

*Format:* Pre-recorded 5 min talk, to be shown in a live webinar session via Zoom.

*Deadline for full author list and submission of recorded presentation:* Monday, May 31

Recordings should be submitted as a .mp4 file.

Questions will be asked and answered live using the Q&A function in Zoom during the scheduled webinar session. We are therefore encouraging all presenters to be present at the time of the talk to take questions, if that is feasible in your time-zone.

The reason we are asking the talks to be pre-recorded is because fitting so many short talks into a session is likely to cause issues with needing to change screen-sharing permissions etc. for each talk and to ensure we can keep to time. It also gives the opportunity to present to people who may live in a time-zone that would mean the conference was taking place at unsociable hours.

**Posters:**

*Format:* Posters will be made available to attendees as PDF in the conference booklet and there will be two dedicated time slots during the conference for attendees to view posters.

*Deadline for full author list and PDF poster submissions:* Monday, May 31

Posters should be A4 size (210x297mm) and saved as a PDF.

You will need to take your own questions. If you would like to answer questions on your poster please ensure your contact details are included on your poster and sent to us for inclusion in the Conference booklet. When submitting your PDF, please let the organisers know how you would like to receive questions.

Presenters will also be encouraged to share their poster on twitter during the poster time slots, if they are a Twitter user. If you plan to share your poster on Twitter please include your Twitter handle on your poster and send this with your PDF to the organisers so it can be included in the conference booklet.