International Conference of the International Society for Third Sector Research (ISTR)

Guidelines for Paper Presentations

Paper sessions and panels at the ISTR conference comprise three short, 10 to 12-minute presentations. These guidelines are offered to assist you in presenting your work in a timely and informative manner. Good presentations contribute to the overall quality of the conference and to the value of the conference as a venue for your own and other presenters' work.

1. **Please do not read from your paper.** This is particularly important at a multidisciplinary conference such as ISTR, where you will be presenting your ideas to a broader group than the (potentially) specialist group that will read your paper. In any case, listeners appreciate a presentation focused on key ideas, rather than a rushed attempt at the full text.

2. Please do **ensure that your presentation bears some relationship to the abstract** on which your audience members based their decisions to attend. To do otherwise is to set them up for frustration and disappointment.

3. **It is not possible to pour a conference paper into a 12-minute presentation.** Instead, summarize the storyline of your paper, then present some 'cut' of your work that will encourage people to read the whole story. As a rule of thumb, depth beats breadth; four points made well will come across better than 10 rushed through.

4. A visual presentation is very helpful for your audience, as long as it is legible and large enough to view/read. **Prepare a PowerPoint presentation of 3 to 6 slides** is about right. You will probably find you have prepared more slides than you need for a crisp presentation.

5. **Practice your presentation before traveling to the conference!** Present it to colleagues or co-workers who can help you improve it and who can alert you if it is unclear or boring. If you have students, do give them a dry run. They are great judges of presentability and they give honest feedback.

6. **Please keep to time!** Session moderators will not give you extra time as this will cut into someone else's presentation or into the question and answer period. The q&a period is actually your reward: the more time you allow for q&a, the better your feedback!

7. Be prepared to deal with questions; to give clarification, additional information, and comment on problems in a frank, candid and helpful manner.

8. **Need additional specific feedback or guidance?** Your moderator is a good person to ask. And you can always write to us at secretariat@istr.org

Enjoy your presentation!