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**Academic Conferences London**

**The Fifth Annual London Film & Media Conference**

**7-9 July 2016**

[www.thelondonfilmandmediaconference.com](http://www.thelondonfilmandmediaconference.com)

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# **FILM AND MEDIA 2016**

## ***Questions of Cultural Value***

***Advisory Notes  
for Speakers and Panel Chairpersons***

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## ***Advisory Notes for Speakers***

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The Conference represents an opportunity for you to present your research to other scholars, to form part of a Panel team, and to receive feedback on your work. We hope that you will derive both learning and pleasure from the event. *To help in this, please consider the following points.*

*The references to Papers only refer to the version which you will be presenting at the Conference. Further instructions will follow later concerning the requirements for Papers to be considered for possible publication.*

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### **A. GENERAL**

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1. The official language of the Conference is English. If this is your native language, please bear in mind the needs of those with a different first language. *Please clarify any special usages or references.*

2. If English is not your first language, please do not be anxious. We aim for a friendly environment. *You are amongst friends. Just do your best!*

3. If you intend to read aloud a prepared text, we recommend that you limit your text to around 2,500-3,000 words. This is more than enough for your listeners to digest in just 20 minutes alongside all the other Papers to which they will be listening over the three days of the event.

4. *We urge you: do NOT try to read out a much longer text at high speed! There is no benefit in this - your listeners will lose their way quite quickly. Consider your presentation as an act of pedagogy. Rehearse your reading for timing!*

5. If you intend to deliver a prepared text, you might want to consider bringing along copies to distribute to members of your audience, who will find this most helpful. *There is a copy shop near the Conference venue if you prefer to make copies upon arrival. A dozen copies is often enough.*

6. If you do not intend to read a prepared text but to speak more freely, it is very helpful for members of your audience if you have an outline on paper, or by means of PowerPoint, to help them follow your talk.

7. It is never possible to guarantee or even predict a given size of audience at events where so many options are available. In our experience, Panel audiences rarely rise above 30, and are sometimes in just single figures. *This is quite normal - do not be disappointed if you only attract a small audience!*

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## **B. COLLEGIAL ETIQUETTE**

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8. Please try to make yourself known to your Chairperson at the welcome get-togethers or at least before your Panel, to confirm your presence and to share any last-minute information.

9. Please arrive at your session well ahead of time to liaise with other Speakers, and to check the technical set-up if relevant.

10. Please work with your Chairperson and your fellow Speakers to make the Panel a success. *S/he is in charge!*

11. Please ensure that you do not exceed the 20 minutes allowed for the presentation of each Paper. *Your Chairperson has strict instructions to firmly stop you at the 20-minute mark!*

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## **C. TECHNICAL**

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12. All rooms are equipped with data/video projection systems. *Please bring your own laptop if you wish to offer audio-visual illustration via the projection system. Please also bring any special cable required to link your machine to a data/video projector.*

## ***Advisory Notes for Panel Chairpersons***

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An effective Panel Chairperson, in our opinion, is someone who is friendly, open and hospitable – whilst also providing clear, firm and efficient leadership.

**Such a figure can ensure that a Conference Panel is enjoyable and rewarding for all concerned. Subject expertise, whilst desirable, is perhaps in this context secondary.**

**If you are interested in chairing a Panel at FILM AND MEDIA 2016, please bear the following advice in mind:**

1. It is often not practicable or necessary to contact your Speakers in advance by Email. We recommend that you simply look out for them at the welcome get-togethers or Conference Reception. *No complex advance planning is necessary.*
2. Arrive early at your Panel to check that everything in the room is OK.
3. Liaise with the organisers and with technical staff over any practical issues.
4. Be an active and Chair. Please remember that it is your job to serve both the Speakers and their Audience in the course of the Panel session.
5. Start and conclude the Panel on time. *You are part of a much larger schedule, and we need to stay on track!*
6. Introduce the Panel by its title, and, drawing on the Conference Programme, say a few words about its themes.
7. Introduce each Speaker by name as a group, and then let them introduce themselves in turn when they speak (remember that biographical sketches will appear alongside the Abstracts in the Book of Abstracts).
8. Please help Speakers with any kinds of difficulty during their talk.
9. Please politely ensure that Speakers stick to time – strictly no more than 20 minutes!
10. Encourage audience discussion at the end - and do not let the Panel dominate the discussion at this point. *Have some of your own points ready if the audience is shy – but again, do not dominate this part of the session.*
11. Bring the Panel to a close by thanking both Speakers and Audience for their contributions.
12. Report any issues to the Conference organisers as soon as possible after the Panel.