

Migrating out of Poverty: From Evidence to Policy

Guidance for presenters

Many thanks for agreeing to take part in our conference by presenting a paper; your contributions are very welcome. We look forward to meeting you at our conference, which will bring together a range of audience members with a passion for migration research and provide excellent opportunities to hear about work and share insights into policy and practice from across the world.

Format of the session

The sessions will follow the conventional pattern of an introduction from the chair, presentations from all speakers, discussant's remarks and question and answers from the audience. It may be wise to identify the chair of your session and the other panellists in advance so that you are familiar with them before you begin.

Please send us a brief bio including your name, affiliation and key research interests (4-5 lines) to help the chair introduce you.

Please note that each presenter will have 10 minutes. The discussants will also have 10 minutes.

IMPORTANT: Please send your PowerPoint attachment, and short bio, in Word or in the body of the email, **by Thursday 23 March** to moop2017conference@sussex.ac.uk. This is a HARD deadline.

PLEASE NOTE: Failure to meet this deadline will prevent your PowerPoint from being uploaded ahead of time at the venue. This will be problematic, as we have a very tight time schedule.

File naming

Please save the presentation with your name (presenter) as it appears on your paper. In case of problems, please remember to bring a spare copy of your presentation on a memory stick.

Timing

With so many papers in the conference the chair of your session will be working hard to ensure that all speakers keep to time. They will stop you when you reach the end of your allotted time. Please plan for this and limit the number of slides in your presentation (one per minute is usually sufficient) and practice it so that you know you can finish it within the time provided.

Audiences

The participants at the conference are primarily from the research and academic sectors, from across a range of disciplines. There will be some audience members who are engaged in policy development and programme implementation. Technical language should be used as appropriate. However, as this is an international conference it may be wise to explain local concepts and phrases and to limit the use of acronyms. Similarly, please deliver your presentation at a pace that everyone can understand.

Design

Generally, you can fit 5-6 bullet points on a slide and please avoid dense blocks of text. Use a font size of at least 22 points. Please use sans serif fonts as these are easiest to read. Images such as photos and graphs can illustrate your points. If you are including a diagram, map, or graph please

ensure that it is legible. The same is true of tables. Please limit the tables to four rows/columns for readability. Sacrifice content for legibility if it is necessary.

Content of your presentation

You are free to tell the story of your research however you see fit. However, we would be grateful if you could highlight the policy and programmatic relevance of your work.

Contact details and further information

You may like to include your contact details (email, Twitter handle etc.) in your final slide if you would like delegates to contact you after the conference. If you have published resources that the audience can read after the conference to better understand your work, please include hyperlinks and titles. Feel free to bring handouts that can be distributed to the audience or other summaries that can be provided to those who want them. However, we do not have the space to display full publications at the venue.

Discussant and question and answer

You have shared a longer written version of your paper and this has been made available to the discussant and audience members who want to find out more about your work. Therefore, in the discussant's remarks and the question and answer session you may be asked for feedback on areas that you did not explicitly include on your slides.

External communications

Each conference session will have a rapporteur who will be taking notes for the conference report. In addition, there will be communications officers present who will be capturing the points that you make and sharing them on social media. We have also invited some journalists. We will have a conference photographer who will concentrate on capturing images of the people in the room. However please be aware that the communication officers may photograph your slides and share these more widely. If you are uncomfortable having your photo taken please make the photographer aware. If you have slides that you do not want shared please clearly mark this on the slide by including the image below.



It is not enough to inform the audience at the beginning of the presentation that you would rather your work was not shared, as people will be coming in and out of the parallel sessions and may not have heard your announcement.