ROYAL MUSICAL ASSOCIATION ANNUAL CONFERENCE 2019
Guidelines for Speakers and Session Chairs

SPEAKERS

1. The time allocated for each type of presentation at the conference remains as indicated in the call for proposals:
    a. Individual presentations occupy 30-minute slots, with 20 minutes for speaking and 10 minutes for questions
    b. Lecture–recitals occupy 45-minute slots, with 30 minutes for the presentation and 15 minutes for questions
    c. Themed sessions occupy 90 minutes in total, including all presentations and round-table discussions
2. A 20-minute presentation will usually comprise about 2,200 words, though this varies considerably between individuals. Please make sure you check the timing of your presentation carefully in advance, including all audio and audio–visual insertions.
3. Please ensure that you do not overrun. Delegates may wish to move from one session to another between papers, and no one will want to miss a refreshment break! Chairs will be strict in ensuring that sessions run to time, and if necessary will intervene to ask you politely to conclude your presentation in a timely manner.
4. Please contact the chair of your session in advance of your session (before the conference begins) in order to provide a short biography (c. 80 words) and a copy of your script.
5. All rooms will be equipped with data projectors and sound playback facilities (CD/DVD and standard sound cable to attach to computer audio: see Technical Set-Up and Troubleshooting below). If you requested additional equipment when you confirmed your attendance in March 2019 this will have been arranged.
6. Please arrive at your session at least 20 minutes before its scheduled start time (and preferably earlier) in order to set up your audio–visual and other equipment and sort out any technical problems.
7. If you are using handouts please bring sufficient copies with you to the conference: recent experience suggests that a maximum of 40 handouts should be sufficient. Please note that conference organisers do not have facilities to print handouts at either venue.

8. Please contact the speakers in your session shortly before the conference to ask them to provide you with a short biography and a copy of their script (see 4 above). Email addresses can be found at the back of the full programme which is available to download from the conference website (hard copy in your conference pack).

9. The speakers' scripts will assist you in leading the post-presentation discussion, and will also serve to alert you to any potential issues you may feel need to be raised with the presenter in advance (e.g. if the presentation looks to be in danger of over-running its allocated slot).

10. Please arrange to meet with your speakers at the conference in advance of the session if possible: this puts them at their ease but also gives you a chance to find out more about their research and presentation, which will help you to prepare for post-presentation discussions.

11. Please arrive in your session room at least 10 minutes before the beginning of the session. Upon arrival please check with the presenters that all the equipment is working for them and that they have everything they need. If you would like all audio–visual presentations to be given from a single laptop (which saves time switching between machines between presentations) please assist the delegates in sorting this out.

12. Please try to ensure that delegates attending your session are seated by the appointed start time, and begin on time even if there are stragglers.

13. Sessions unfortunately do not allow specific time for a chair's general introductions, so please try to keep these as short as possible.

14. Please be prepared to assist speakers if something unexpected happens during their talk (see below for sources of technical assistance).

15. The time allocated to each presentation is outlined above (see point 1). Please intervene discreetly but firmly if a speaker overruns, to ask them to bring their presentation to a swift conclusion, e.g. by passing a note to the speaker, making a clear gesture, or even interrupting verbally, if necessary. If, despite your efforts, an overrun still occurs, you may need to limit or even abandon post-presentation discussion. Please ensure that the next speaker is not disadvantaged by a previous presenter's poor timing.

16. Post-presentation discussions need careful management. Be prepared to ask the first question in order to get discussion underway, but make sure you open out the discussion to the floor as soon as possible after that. Please also try to ensure a balance between contributions from the floor and from the speakers / panel, particularly in roundtable discussions and themed sessions.

17. Sessions often run most smoothly when all audio-visual presentations for the session are mounted on a single computer before the session begins; your Session Chair may prefer this approach. However, we understand that some presentations have technicalities that require the use of the owner's machine, or Mac rather than PC. Please therefore be prepared to access your presentation via several different routes (e.g. on your own laptop, via USB stick, via Cloud), as outlined below.

18. Martin Harris Centre Technical setup:
    a. Computers will be available in all Martin Harris Centre conference presentation rooms: you can access your presentation on these machines via a USB stick or Cloud store.
    b. Data projectors/screens in all the Martin Harris Centre conference presentation rooms have HDMI and VGA input as standard, allowing you to connect them to your own laptop if you prefer; the exceptions are the John Casken Lecture theatre and room G16, which have VGA only. If you are a Mac user you will need to provide your own adapter to connect to the VGA inputs, and may need an adapter for HDMI input connection if you have a new Mac with USB-C connectivity.

19. RNCM Technical setup:
    a. Computers will be available in all RNCM conference presentation rooms: you can access your presentation on these machines via a USB stick or Cloud store; your file size needs to be less than 1GB.
    b. If you wish to connect your own laptop all RNCM conference rooms will require an HDMI output.
    c. Note that the RNCM tech team are only able to support presentations that are in Powerpoint format; presentations using other platforms, such as Keynote, need to be converted in advance.

20. Conference helpers will be on hand immediately before each session and will be able to help presenters with general setting up, including connecting laptops to data projectors. If there is no conference helper in your allocated room, you should be able to find one at the information desk (located in the foyer in the Martin Harris Centre and in the concourses at the RNCM).

21. Technicians will also be available to sort out more intractable problems. In the first instance please ask your Session Chair to contact the Information Desk to request their assistance. They can also be contacted via the Reception desks in each venue:
    a. Martin Harris Centre Reception: 0161 306 1787
    b. RNCM Reception: 0161 907 5200