



Guidelines for Presentations at IATUR Conferences

IATUR aims to promote high quality time use research and to facilitate opportunities for people to receive useful feedback on their efforts. We need the help of people wishing to present work at IATUR meetings to achieve these aims. Please adhere to the following guidelines in preparing your presentation.

CONTENT

- ✓ Time use should constitute the main focus of the paper and not be just one element of a paper discussing other issues.

SLIDES

- ✓ Each slide should tell a simple story that people can see at a glance.
- ✓ Each slide should contain information that people can easily read from 20 rows of seats away.
- ✓ Slides should not contain too much information. For instance, rather than displaying a full regression model or a long quotation,
 - display the elements of the model on one slide and the coefficients and significance for some key variables on a second slide
 - summarise the comment in bullet points or chose a key phrase for the slide, and read the longer quotation while the slide is displayed.

If you feel the audience needs to see the full model or to read the full quotation, consider producing a handout as an alternative.

- ✓ In case members of the audience have visual impairments or cannot see your slide from their seats, state or describe the information on the slide when you put it up. For instance, rather than saying “as you can see from this slide, there is a clear relationship between these variables” or “this slide tells an obvious story”, state “this slide shows that as the proportion of total travel time spent in a car increased, the total time diarists spent exercising decreased, though the gap between car travel and exercise time is smaller when people performed little exercise and spent little time travelling.”
- ✓ Use slides to spell out key concepts and main points. As people attend IATUR meetings from around the world, it will be easier for people who have trouble understanding your accent to grasp your points if you put up regular summary slides of your key concepts and points.

PRESENTATIONS

- ✓ Choose a key part of your paper as the focus of your presentation rather than trying to present the whole paper. People who are really interested in your topic can read the whole paper for all the details.
- ✓ Tell the story about the key focus of your paper. Presentations are an oral story-telling art. You may need to read a few key sentences, but you should talk to the audience rather than read your paper to them.
- ✓ Time your presentation to fit within the time limit. Many people are keen to present their work, and all people deserve a chance to have time to present their work. Bare in mind that however interesting your work is, people in the audience who have seen many papers already will not be able to concentrate on your work if you talk for too long.
- ✓ Organise your presentation in advance. Work put together in a rush at the last minute often contains errors and may not be clear or interesting to the audience, and result in you missing out on valuable feedback.
- ✓ Practice your presentation before you arrive at the conference.
- ✓ Mention your motivation for undertaking the work that you are presenting.
- ✓ If your presentation covers a very technical element of time use research, make some mention of the broader picture of why you developed this technique and its purpose in the wider field of time use research.