Dear competitive session presenter

We look forward to welcoming you to the AIB-UKI 2024 conference in Birmingham! Thank you for your submission and congratulations once again on being selected for the conference programme!

In preparation, we share here some guidance on organising your competitive session. We hope you find these suggestions helpful.

1 Read the other papers in your session

Please check the details of your session at https://www.conftool.org/aibuki2024/sessions.php (When logged into ConfTool, click on "show metadata" in the conference programme to see emails of participants). Contact the other presenters in your session directly to provide a copy of your paper, and request a copy of theirs, so that you can read them ahead of time. This will help presenters link their papers to the other presentations for a more cohesive and stimulating session and enhance the discussion portion of the session.

Please remain in the session in which you are presenting for the entire scheduled time, in courtesy to the other speakers and to ensure a more coherent session.

2 Bring a handout to the session

We strongly encourage you to either bring 10-15 copies of an executive summary of your paper to the session as a handout or email the participants a summary (in .pdf file format) ahead of the session. The handout should be just ONE sheet of paper (or double-sided A4 pdf). A summary during the session can be very helpful to the audience to understand the paper and might support topic-level engagement at the conference or beyond. On the handout, remember to include the following information: paper title, author(s) and contact information at the top, along with the session date and time, followed by key points of the paper (focus on your study's key contributions and unique findings, with an overview of its theoretical underpinning, hypotheses, and methodology). Email your summary to the session chair well before the session. As a registered user of the ConfTool system https://www.conftool.org/aibuki2024/ you can see emails of participants on the programme https://www.conftool.org/aibuki2024/sessions.php.

3   Manage your presentation time

All sessions are one hour and thirty minutes (90 minutes). Most sessions have 4 presenters, some have 5 presenters. If each presenter prepares to speak for 10 minutes and indeed takes only 15 minutes max., there will be 15 minutes left for discussion. The session chair may offer integrative comments at the end of the presentations, some of the sessions have dedicated discussants who will kick-start the discussion. Please give the audience sufficient time to ask questions as well.

Therefore, a good general rule of thumb is:

- Five papers: 12 minutes per paper
- Four papers: 15 minutes per paper
- Three papers: 20 minutes per paper Please keep to these time limits as closely as possible. It is unfair if any speaker takes up more than their allotted time and reduces time allotted for everyone else. The session chair will be asked to control the time for all presenters and ask you to stop if you run over your time limit. We suggest you use a watch or a timer to monitor your use of time!

4   Make a quality presentation

A laptop and a computer projector will be available in all rooms. You simply need to bring your presentations as a PowerPoint file on a USB Memory Stick. As a guide on how many slides you can reasonably present in your time slot, we suggest you divide the number of minutes you have by two or three (e.g., for a 15-minute presentation, prepare only 5 to 7 slides). Fewer slides are always better for online presentations. Print your slides in a minimum of 18–20-point font, preferably in a sans-serif font like ARIAL or CALIBRI, to ensure that the text is legible for the audience.

The Appendix below offers specific suggestions for presenters on WHAT TO and WHAT NOT to present in your presentation. Originally presented at a workshop on improving the effectiveness of sessions at the Academy of Management conference, we have adapted it from AIB for AIB-UKI use.

5   Other suggestions with respect to your presentation

It is very helpful for session participants to meet 5-10 minutes BEFORE the session starts so that everyone can be introduced, the equipment can be checked, handouts distributed, and presentations uploaded on the computer, to avoid having to do this in the middle of the session itself. So, please arrive early for your own session. Your prompt appearance will relieve the chair of the anxiety of worrying whether you will be there. It also means the session can start on time.

We suggest giving your session chair your room number in the hotel or a mobile telephone number where you can be reached should an emergency occur. If an emergency occurs and you cannot attend the session, please advise your session chair as soon as possible. Please also inform the AIB-UKI Registration Desk at the conference so we can pass the information along to the session chairs.

6   No shows

AIB-UKI follows the AIB world "no show" policy, to maintain the integrity and quality of the conference. This policy requires that at least one author of each manuscript listed in your session

must register, attend, and present at the designated session. You can find more about this policy at https://www.aib.world/events/2022/resources/policies/. Therefore, we would like to ask for your help in informing us if a paper was not presented at your session. At the end of your session, please report any "no-show"s via an email to aibuki2024@aston.ac.uk.

Similarly, if for any reason you cannot present your paper, please inform both your session chair and the AIB-UKI admin team in advance of your session.

We hope you find the above recommendations useful and look forward to seeing you in Birmingham!

AIB-UKI 2024 Conference Organisers
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aibuki2024@aston.ac.uk
https://www.aib-uki.org/conference.html
https://www.conftool.org/aibuki2024

7   Appendix – The Role of the Presenter

* Abstracted from AIB world instructions and with permission from "Making AOM Sessions Exciting!" by Jing Zhou (Rice University) and Russ Coff (Emory). The report was based on an AOM workshop, August 8, 1999, Chicago, IL, where the panel members were the two co-authors of the report, Sally Blount-Lyon (Chicago), Michael H. Lubatkin (Connecticut), Karl Weick (Michigan) and Edward J. Zajac (Northwestern).

PRESENTER:
The presenter's job is to "sell the paper" and convince the audience that it is worth reading. This requires emphasis of the contribution rather than a summary of all sections of the paper.

The following are some ideas for how authors can get the audience engaged and excited about the paper. Most practices in the "DON'T" column are standard procedures, and the suggestions may seem radical. However, the object should be a presentation that covers less but makes a compelling argument that the paper should be read.

PURPOSE OF PRESENTATION:
DO NOT: Present summaries of all sections of the paper.
DO: Present enough to tell the audience that the paper is worth a read – tell a good story. Focus on the contribution. Minimise discussion of sections that don't stress what is new and different.

PRESENTATION FORMAT AND TIMING:
DO NOT: Save the punch line as a sort of surprise ending. Plan for 20 minutes in case there is extra time. Use small fonts or too many overheads.
DO: Consider starting with the conclusion and then explain why you reached it (e.g., methods/results). Provide a 1-page handout describing your contribution and key points. Plan for 10 minutes – it is easier to elaborate than to cut things out. Use fonts larger than 28 pt and no more than 10 overheads or slides.

AUDIENCE INTERACTION:

DO NOT: Give a monologue describing your research.

DO: Create expectations that you expect active audience participation. Survey/work the audience before the session starts. Look people in the eye and talk to them (not at them). Identify places for audience input and ask questions. Consider using brief exercises or scenarios that draw on the audience's personal experiences/knowledge. Offer an interactive data analysis ("mess with the data") by inviting the audience to make assumptions and suggest relationships to test.

INTRODUCTION:

DO NOT: Focus on why you decided to do the study.

DO: Do focus on what is interesting and new about what you have learned. Do try to start off with a real-world analogy/story.

THEORY:

DO NOT: Present a broad literature review (cites, etc.). Explain every arrow in a complex figure.

DO: State the problem, why it is interesting, and what you will add. Explain what is new in this model over past contributions.

METHODS:

DO NOT: Describe the sample measures and validation of instruments.

DO: Provide an overview of why the measures are linked to the theoretical construct. Establish face validity and ensure that more rigorous methods were applied.

RESULTS:

DO NOT: Present any tables with numbers.

DO: Present what was significant (+ and - signs). Explain what the data tells you - not tests. People can read the paper to get details.

CONCLUSION:

DO NOT: Review each result and summarise what was significant.

DO: Answer broadly what we have learned and what needs to be done now. Urge the audience to read the paper for details.