Dear interactive 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 interactive session. We hope you find these suggestions helpful.

At AIB-UKI, as with AIB World conferences, Interactive Paper Sessions are held in a roundtable format and are intended to be genuinely interactive in nature (among all participants). To achieve this objective, presenters will not be asked (or allowed) to make a formal presentation with PowerPoint or overhead slides. Instead, each presenter will take 3-5 minutes to briefly outline the main ideas and key contributions of their paper. You should also consider creating a ONE-page Executive Summary, or a ONE-page slides handout (e.g., showing no more than six slides), of your paper that you share with the chair and the other participants in your session before the conference begins. This procedure will facilitate valuable and ample discussion among all presenters, the session chair, and other attendees, following your presentation. Email your summary to the session chair well before the session. As a registered user of the ConfTool system https://www.conftool.org/aibuki2024/ and when logged in, you can see emails of participants in the conference programme https://www.conftool.org/aibuki2024/sessions.php.

Below are some key recommendations:

1   Read the papers (or at least the executive summaries) for 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/or the executive summary, and request a copy of theirs, so that you can read them ahead of time. This way, each presenter can attempt to link their work to the other presentations for a more cohesive and stimulating session.

We also ask that you remain in the session in which you are presenting for the entire session, in courtesy to the other speakers, and again to ensure a more coherent session.

2   Email handout to participants / Bring a handout to the session

Email your executive summary (1 A4 pdf file) to the participants and session chair ahead of time (when logged into ConfTool, click on "Show metadata" in the conference programme https://www.conftool.org/aibuki2024/sessions.php to see emails of participants). Consider bringing 10-15 copies of your executive summary or slides to the session as a handout. The handout should be just ONE sheet of paper with double-sided printing. Don't forget to share this handout with the chair and presenters in your session ahead of time!

3   Manage your time

The physical layout of the room will be a roundtable in the centre of the room with approximately 10 chairs for presenters and session chair that allow for direct interaction and then an outer ring of chairs for other participants who are more than welcome to join the discussion. There will be no computers or computer projectors in the room.

All sessions are one hour and thirty minutes (90 minutes) long and many interactive sessions have 6 presenters. Given these constraints, we can afford to allow presenters only 3-5 minutes to outline the main ideas and key contributions of their papers. To maintain the interactive nature of the session, and ensure enough time for feedback to all authors, this time limit will be enforced. Please keep to this time limit 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!

We have asked session chairs to hold the discussion of each paper immediately after each presentation, or a couple of clearly related presentations. The total amount of time for each paper in aggregate (presentation and comments) will typically be no more than about 10 minutes where there are 6 papers. We have some buffer time factored into this setup. Please focus on the main research questions and findings of the paper and not include a discussion of samples, methods, etc. The presentations in the session should be structured as a conversation (i.e., short interventions and highly interactive), not as a sequence of monologues.

Interactive sessions aim to stimulate discussion among participants on common themes that cut across the individual presentations. So, read all papers in your session in advance and be prepared for an engaging conversation with colleagues who are struggling with the same research issues as you. Given the time constraints, we strongly suggest that you refrain from engaging in prolonged discussion during

the session itself regarding the remarks on your work as it reduces the time available for further feedback to you. Instead, you could continue the discussion informally later after the close of the session, and during the breaks. Make a point to try to meet up later with anyone whose further observations on your work may be helpful to you!

4 Make a quality presentation

There will be no computers or computer projectors in the room. Your handouts will be the main visual aids used during your overview. We suggest you go right to the heart of the matter and focus on the key contribution and main findings (in summary form in words, not as a full table of results).

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 handouts distributed, and the format of the session explained again. 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 or not. It also means the session can start on time.

If due to an emergency, you cannot make the session, please let your session chair know as soon as possible. Please also inform the AIB Registration Desk at the conference so the information can be passed along to us.
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.

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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https://www.aib-uki.org/conference.html
https://www.conftool.org/aibuki2024