



# Information for Presenters and Chairs

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During the 21<sup>st</sup> Annual Meeting more than 1800 papers and posters will be delivered over 152 sessions and 22 roundtables. In order to ensure that the Scientific Programme runs as smoothly and efficiently as possible, we would be most grateful if you would note the following points:

## FACILITIES

All sessional papers and roundtables will be held in lecture theatres and teaching rooms in the University of Glasgow's main campus, University Avenue, Glasgow G12 8QQ. The standard teaching set-up includes a networked PC with internet access, projector and screen and a whiteboard. Photographs of the rooms are available at <http://www.gla.ac.uk/services/estates/timetabling/roomphotos/>.

Delegates are strongly encouraged to bring their presentations on a USB memory stick but those who wish to use their own laptops should consult the instructions at <http://www.gla.ac.uk/services/avit/trs/pcs/>

**Please note the University's IT Services do not support Apple products as standard.** If you wish to use a MacBook or similar you will need to bring your own connection cable, and be prepared for potential incompatibility. Material prepared on a Mac should display properly on our PCs using a USB memory stick, but there can be occasional problems, and you are recommended to check beforehand to ensure images / formatting have been retained.

The PCs in each room run Windows 7 and a wide range of software including PowerPoint, Adobe Reader 11.0.6 and a range of media players (For a full list of the software provided and other detailed technical information please see <http://www.gla.ac.uk/services/avit/trs/pcs/>). While every endeavour will be made to ensure functionality, responsibility lies with speakers to provide their presentation in an appropriate format. We also recommend having a back-up version, (e.g. up-load your presentation to Dropbox or similar).

There will be a Steward in each room to assist speakers and chairs with AV/IT and other matters and to keep time. Any concerns or queries should be addressed to the room Steward in the first instance. The Annual Meeting has a dedicated IT specialist on hand to assist with technical issues should these arise. The Helpdesk in the Concert Hall (see attached map) will be staffed throughout the day, from 08.00 – 18.00 on Thursday 3 September – Saturday 5 September (inclusive).

## TIMING

**With such a full programme, it is imperative that the schedule be adhered to rigidly.** Papers must start at the specified time and **under no circumstances will they be allowed to over-run the period allocated** to them. Twenty minutes have been allocated to each paper. 10 and 20 minute discussion slots for questions and comments from the audience have been scheduled in each session, though if there are more than 10 papers in a morning or afternoon block this will impact on the opportunity for discussion. Speakers should ensure that their paper does not exceed this time limit. **Chairs are responsible for bringing papers to a conclusion** once the allotted time has elapsed. The Steward will also monitor the time and will, if necessary, indicate to both speaker and chair that the 20 minute mark has been reached.



### PowerPoint:

Speakers planning to use Powerpoint should bring their presentation on a memory (USB) stick for uploading onto the computer in each room. Speakers should attend the room in which they are speaking between 0745-0800 on the morning of their scheduled paper and load any presentations onto the PC provided. Stewards will be in attendance to assist. Advance uploading of Powerpoint slides allows any technical difficulties to be flagged and addressed ahead of time and assists in the smooth-running of the session without impacting negatively on allotted time.

### Photocopies

Speakers who intend to use handouts are responsible for providing their own copies. Printing and photocopying facilities will not be available at the University during the Annual Meeting. If you require a printing or photocopying service during the meeting, this can be accessed outside of the University at *The Copy and Print Shop* which is located on Gibson Street just a few minutes from the main building. <http://thecopyandprintshop.com/>

**The Copy and Print Shop**  
**58 Gibson Street**  
**Glasgow**  
**G12 8LY**  
**Tel: 0141 576 5536**

**Opening Hours**  
Mon - Friday: 9.30am- 5.30pm  
Sat & Sunday: Closed

## INSTRUCTIONS FOR CHAIRS OF ORAL PRESENTATION SESSIONS

Reiterating the above, adherence to the schedule is crucial and we are grateful to you for maintaining session running to times – the success of the Annual Meeting is dependent on this. Sessions consist of standard blocks of 5 papers and **must follow the order in the published programme**, even where this results in a gap in the session in the event of a speaker withdrawing. The Steward will inform you if there have been any last minute withdrawals or other changes to the published programme (the most current version of the programme can be accessed online via the EAA Glasgow website at: <http://eaaglasgow2015.com/academic-programme/>). To maximize the time available to each speaker, the Chair's introductory remarks should be confined to the 10 minute slot allocated.

All questions and comments must take place within the allocated discussion slots. Further questions or discussion cannot be entertained outside of these slots, regardless of how interesting or stimulating the debate may be. There will be ample opportunity to engage in discussion about matters raised in sectional papers during the breaks and at our social gatherings. If a speaker continues up to the 20-minute mark the Chair should bring the paper firmly to a close (even if the speaker has not concluded speaking), and proceed to the next paper. Stewards will ensure that the timetable is adhered to and draw to the attention of both the speaker and the Chair when the 20 minute mark has been reached. We appreciate that it can be a challenge to keep some speakers to time but we urge you to be firm. Not only is an over-run unfair on the next speaker/s, but it increases the disruption for delegates moving between sessions and interferes with scheduled breaks. (You might encourage audience members attending the entire session to leave the seats closest to the exit for the use of those departing or arriving during the session). If a paper concludes before the 20 minutes have elapsed, you should wait until the time scheduled before introducing the next speaker.

While the papers in a session may be closely related thematically, it should be borne in mind that each paper constitutes an independent unit. Because of time pressures it is only possible to allocate questions and comments at the end of groups of papers and Chairs should encourage audience members to take



note of specific questions or comments they have for speakers so that they can put these to speakers during the allocated discussion slots. This holds true for all oral presentation sessions.

## POSTERS

Posters are an extremely important element of the Annual Meeting and support the oral presentations greatly. Posters are an excellent way to present research and engage with a captive international audience. Guidelines for poster presenters, including the **EAA Glasgow 2015 header** which should be included on all posters, can be found on the conference website (<http://eaaglasgow2015.com/guidelines/>).

Posters will be displayed in the main conference hub in Hunter Hall (see attached map). Each theme has been allocated specific time slots and poster presenters are encouraged, where possible, to be available next to their poster during these times to engage in discussion with delegates interested in their work. Poster presenters have been allocated the following slots according to the theme their contribution was accepted into:

<i>Science and Archaeology</i> (Sessions code with SA)	Thursday 3 <sup>rd</sup> September
<i>Archaeology and Mobility</i> (Sessions code with AM)	Friday 4 <sup>th</sup> September
<i>Legacies and Visions</i> (Sessions code with LV)	Friday 4 <sup>th</sup> September
<i>Reconfiguring Identities</i> (Sessions code with RI)	Friday 4 <sup>th</sup> September
<i>Celtic Connections</i> (Sessions code with CC)	Saturday 5 <sup>th</sup> September
<i>Interpreting the Archaeological Record</i> (Sessions code with AR)	Saturday 5 <sup>th</sup> September
<i>Communicating Archaeology</i> (Sessions code with CA)	Saturday 5 <sup>th</sup> September

## ROUNDTABLES

Provided that roundtables fit within their allocated slot, organizers are free to arrange them as they see fit. If they wish to be alerted when there is, say, 10 minutes remaining available, they should discuss this with the Steward. Organisers should also feel free to rearrange room furniture if they wish (the Steward can assist with this), though it would be appreciated if, at the end of the session, things could be returned to their original location in preparation for the next group.

## ... AND FINALLY

The Local Organising Committee hope EAA Glasgow 2015 will be an event that all members can feel welcome and supported, regardless of gender, age, personal identity, and institutional affiliation (or none). We look forward to a week of lively discussion and debate where the quality of the argument is what matters, not who is making it, and where constructive criticism and dissent are welcome (whether in an academic session or at the bar) but only when these focus on the issue not the person. Session chairs and roundtable organisers have a particular opportunity to foster positive modes of debate and discussion but we encourage all delegates to be mindful of their own behaviour and the way these affect others.

We hope the above addresses any questions you might have about speaking or chairing but please contact us if you have any further queries. We thank you once again for your invaluable support and wish you all a wonderful week in Glasgow!

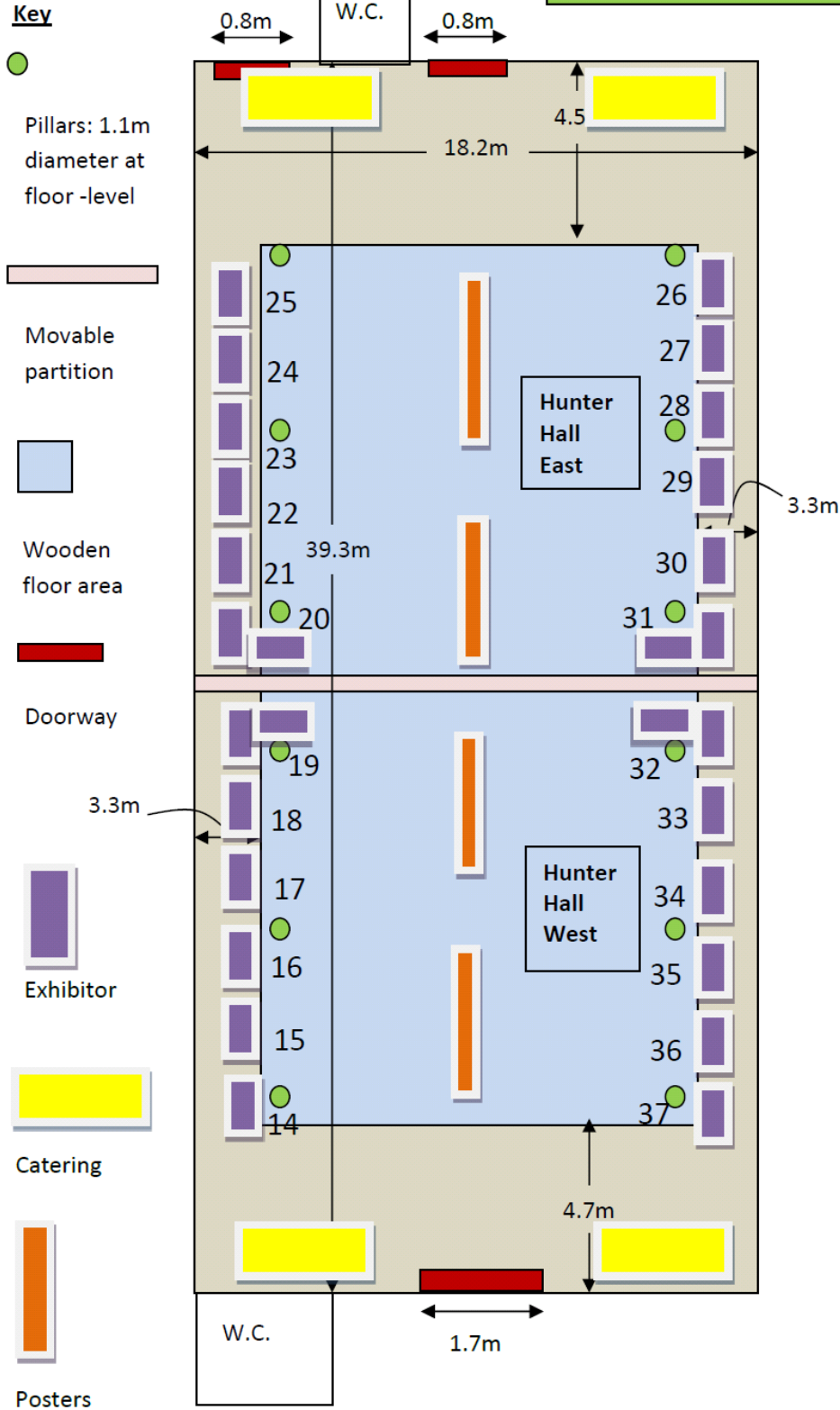
## **Tha sinn a' dèanamh fiughair ri fàilte a chur oirbh ann an Glaschu**

We look forward to welcoming you to Glasgow

**EAA Glasgow 2015 Organising Committee**



## Exhibitors Floor Plan: Hunter Hall





Exhibitors Floor Plan:  
Concert Hall

