



How to guide.....

Submitting an Abstract

1. Look for calls-for-papers long in advance on website, e-bulletin, from adverts sent to regional groups and from colleagues. Abstract submissions are often due many months before the conference.
2. Do not submit the same abstract to more than one conference, but submitting different versions of an article to separate conferences is common. Regional conferences offer a great way for up and coming scholars to enhance their CVs.
3. Read some well written published or previously presented abstracts/papers at conferences to get a better idea.
4. Get feedback from colleagues and researchers if possible and make changes as required.
5. Keep your abstract short. Current BAHT word limit is 300 words. Make your claims, but do not try to fully develop an argument. That is for the paper. Be sure to note what about your project is innovative rather than just explaining your topic.
6. Submit your abstracts early. Since most people wait until the deadline (or even after) to submit paper ideas, you have a better chance if you can show you plan ahead.

Writing the free paper presentation

1. Keep it short and clear. People are more impressed with an elegant but simple statement of a complex idea than of long, tedious and confusing one.
2. Avoid too many acronyms. You may know the acronym well, but the audience may not be so familiar with it. Avoid long sentences.
3. Sometimes hard to provide all details in available space, you may be forced to omit some information so you will need to judge what is most essential to inform the audience.
4. Keep footnotes and endnotes even if you will not present them during the talk. If you are lucky, a conference paper can become an article submission, and you do not want to have to redo research.
5. Make and explain your claims, but keep the details of the argument to a minimum. Conferences are a place to share and get feedback on ideas, not (usually) to debate minutiae. You can always add more detail in the question-and-answer period, but overloading your paper with quotations, data, or statistics will lose your audience.
6. Do not hide weak results behind poor writing, be sure to explain why results are weaker than you expected.
7. Use handouts. Handouts are not only good for helping people through your argument, but they also leave something tangible for other scholars to remember you by.
8. Practice. Even if your discipline's conferences usually involve simply reading a paper out loud, knowing how to express yourself orally can significantly improve how your work is received.

Presenting a free paper at conference

1. Keep people awake and attentive, lots of methods have been and could be used however if presenting at an academic conference needs to be appropriate. Humour can help.
2. Your presentation could be the 4th or 5th after a long day of lectures etc therefore stick to the point and keep it brief. It is ok to omit some details from the power point as you can fill in the details during your presentation
3. Highlight the main points and get your key messages across
4. You want people to (quickly) read your slides therefore use big enough font and do not put too much on one slide, you don't want to keep the audience busy reading instead of listening to you. Use a good colour scheme. Not blue on yellow.
5. Read slowly and clearly ensuring you pace your presentation and don't rush through it. Rules of thumb=1 slide for 1-2 minutes. You could always make more slides than you might need, and skip the not-so-important ones dynamically if you are running out of time.
6. Most people use PowerPoint, keep the background simple and professional, avoid using unnecessary animation. Standard PowerPoint layouts can be useful. Remember to use a decent font size and colour scheme.
7. A picture paints a thousand words, therefore use illustrations to explain complex algorithms/ideas.
8. Omit minor details, focus on the important. The audience can ask you or can read the paper (which may or may not be published!) to know the exact methods as you may not have enough time to discuss all ideas clearly depending on your time limit.
9. Focus talk on one or two ideas. Summarise the rest briefly. Better to explain one idea well, than many ideas poorly.
10. Avoid blocking the screen. Point to the screen, rather than the slide on the projector
11. Anticipate technical questions, and prepare explanatory slides
12. Practice makes perfect. You may need several trials to fit your talk to available time particularly if you are not an experienced speaker

Tips & Warnings

1. See if you recognize anyone in the audience before speaking. This is particularly useful during the question-and-answer period when you may have to field questions from experts in your field, even those you cite in your presentation
2. Use the paper as a chance to network. Even a piece of work in its early stages can be an opportunity to ask established scholars for advice.

3. Avoid excusing partial or unfinished work because it is part of a longer article project. Your audience will see through this and, even if it is true, will wonder why you did not prepare a more polished presentation.

Adapted from: [How to Write an Academic Conference Paper | eHow.com](http://www.ehow.com/how_2301555_write-academic-conference-paper.html#ixzz1j9zDT100)
http://www.ehow.com/how_2301555_write-academic-conference-paper.html#ixzz1j9zDT100