

IAFA Annual Conference (University of Ulster, Belfast Campus, 6/7th May 2010)

Guidance Notes for Presenters/Delegates

Availability of Material/Timetable

It is anticipated that abstracts/full papers will be available on the IAFA website from **30th April 2010**. Attendees are advised to download abstracts/papers in advance of the conference (www.iafa.ie). It is planned to make a copy of the draft conference timetable available on the IAFA website in the week commencing **3rd May 2010**.

Abstracts

An abstract should be provided, stating the title of the research work, summarising the purpose of the research work, methodology and initial conclusions. This should be no longer than $\frac{3}{4}$ of one A4 page. The abstract should also contain the following:

- Name of author(s)
- Institution
- Contact name/address/email/telephone number

Papers

As a guide, papers for presentation should be no longer than 6,000 words and printed on A4 paper, using double line spacing, Arial font type, size 12. Please note that there will be no photocopying facilities at the conference venue.

Parallel Sessions

There will normally be five papers allocated to each parallel session. Each paper is allocated a total of 40 minutes for presentation and discussion. Therefore, presentations should be no longer than 30 minutes leaving 10 minutes for discussion.

Each session will be allocated a Chairperson whose key responsibilities are to ensure the smooth running of the session and facilitate discussions.

In the event that a paper is accepted for presentation, it is assumed that the conference organiser has permission to upload to the IAFA website (www.iafa.ie), an abstract and/or draft paper for use at any session.

In the event that a paper is accepted for presentation, the presenter will provide to the conference organiser(s) **a copy of the paper and a presentation** (in Powerpoint format) by **28th April 2010**. It is expected that the presentation will be available in designated conference room pc's in time for the parallel sessions.

Audio Visual Equipment

All rooms to be used at the conference will have PowerPoint facilities available. Instructions on the use of equipment will be provided and, in case of difficulties, support will be available.

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