

# 2<sup>nd</sup> Annual FLARE MEETING

## Guide for presenters



### FULL PAPER SUBMISSION

1. To be considered for a possible special issue submission (Journal TBD) as well as one of the Best Paper Awards (\$3,000, \$2,000, \$1,000), submit your full paper in PDF format to <https://flare.submittable.com/submit> no later than **Sunday, November 20, 2016. *Early submissions are appreciated!***
2. All presentation types (oral, lightning, and posters) are encouraged to submit a paper, and will be eligible for special issue and best paper award consideration
3. Guidelines: 5,000-8,000 words, following [Chicago Style Guide](#). If your paper is selected as part of a special issue proposal, style may change depending on the chosen journal.
4. Papers will be available on a password protected page (linked on the [FLARE meeting webpage](#)) by November 30<sup>th</sup>.

### PRESENTATION SUBMISSION (Oral presentations and lightning talks)

1. Submit your presentation to <https://flare.submittable.com/submit> no later than midnight, **Monday, November 28, 2016. *Early submissions are appreciated!***
  - o Title your presentation as follows: "LAST NAME\_FIRST NAME"
2. Please **also** bring a copy of your presentation on a USB with you to your session

A laptop will be set-up for uploading presentations on Friday, December 2nd, but we **strongly request** that you send your presentation by the date above.

### PRESENTATION FORMAT (Oral presentations and lightning talks)

- Powerpoint Presentation or PDF
- Windows Compatible

### SESSION LOGISTICS

**Moderator:** All sessions will have a moderator and a timekeeper (including giving a two-minute notification and a 30-second final notification) and moderate the ~25 minute Q&A session at the end of all talks.

**Presentation Check:** Please arrive at the room at least 15 minutes before the session begins to check your presentation and introduce yourself to the moderator.

**Length:**

- **Oral presentation**
  - o For sessions with four talks, each talk should be 10-12 minutes.
  - o For sessions with five talks, each talk should be 8-10 minutes.
- **Lightning talk**
  - o Each talk should contain 5 slides and be 6 minutes in length. Aim for a tight, punchy talk that gets right to the core of your research. Design your slides to present only critical information, such that the audience comes away with a clear take-away point.