



## **SIBMAS Conferences: Good Practice in undertaking Presentations**

### **How to give the best possible paper: tips and guidelines**

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Here are some tips and guidelines in order to write and present a successful paper. When you submit your proposal for undertaking a paper it will help in the selection process if you take into account the following for writing and then if selected delivering of the paper. The SIBMAS Conference audience originates from all over the world and speaks different languages.

Therefore;

- **Be Relevant:** Make sure your paper relates to the conference theme/sub themes.
- **Be Original:** Ideas should be new or newly packaged and have not been presented at another conference.
- **Be Clear:** Present a clear story, without needless details
- **Be Visual:** Prepare a presentation using images, outlines, enumerations with bullets... rather than slides filled with dense text
- **Be Understood:** Speak slowly, especially if you are a native French or English speaker.
- **Be Organised:** Limit the number of slides.
- **Be Time Aware:** Make sure your presentation is timed and will not be either too short or way too long.
- **Be Stimulating:** Your paper should inspire dialogue, provoke interaction with the audience and create opportunities for questions and feedback.

Above all, if you are submitting an idea for a presentation you should remember that a paper at a conference is not a lecture or is it a reading of a chapter of a book, paper presentation is a skill in itself. You need to engage with the people in front of you, be able to précis and crystalize what you have to say in an interesting and imaginative way.

Please remember, especially if you are not a native French or English speaker, try to really speak to the conference audience.

**If you wish to submit an idea for a paper in order to be selected, we strongly advise you to take these tips on board. SIBMAS is dedicated to modernizing the form its conferences take and that means making the conference experience as dynamic and contemporary as it possibly can be.**