Presenter Guidelines

Thank you for your willingness to contribute to the Big Data Meets Survey Science (BigSurv18) conference. As you prepare your presentation, please review the following information and guidelines.

BigSurv18 concurrent sessions will each have four or five assigned papers that focus on a central theme. Every Session Chair will introduce the presenting author before the paper presentation. Presenters in sessions with four papers will have 19 minutes to present; presenters in sessions with five papers will have 15 minutes to present.

Paper presentations should highlight original research with the session audience in mind. Oral presentations should be based on a formal paper and prepared before the conference, adhering to the standard conventions of peer-reviewed journals within each presenting author's field of expertise.

Before Your Session:

- Communicate with your Session Chair and provide a copy of your slide presentation, abstract, and/or drafted paper.
    - Please share copies of your presentation materials with the Session Chair at least 2 weeks before the conference.
- Use PowerPoint, LaTeX, or other popular software to design your presentation. Presentations in the auditoriums should be optimized for a wide screen format (16:9). Presentations in the class rooms should be optimized for a normal screen format (4:3).
- Ensure the selected font and font size in your slide presentation are clear and easy to read for people who will be seated far from the screen.
- Avoid filling each slide with dense tables, graphics, or too much text.
- Save your presentation to a USB flash drive, and arrive to your session at least 15 minutes early to load your presentation onto the session computer.

During Your Session:

- Focus your presentation on your most significant findings, innovations, or methodological contributions.
- Do not read your paper during the presentation; instead, prepare and rehearse talking points from notes.
- Remember to monitor your time and pay attention to the Session Chair's time-limit indicators.
- Bring with you any supplementary materials—such as copies of the full paper, notes, or handouts.
- Keep in mind that time for questions from session attendees will be reserved after each presentation. The Session Chair will moderate these discussions and ensure adequate time is allocated for each presenting author.
    - Sessions with four papers will allow for 3 minutes of discussion between presentations.
    - Sessions with five papers will allow for 3 minutes of discussion between presentations.
    - Consider summarizing attendee questions before responding to ensure that other session attendees will hear what has been asked.
- Think about saving longer discussions for the coffee breaks between sessions; comments and questions can be shared over light refreshments during these times.

- Be courteous to other session presenters.

If you have general questions about BigSurv18 and the program, then contact Antje Kirchner at info@bigsurv18.org. For specific questions regarding your presentation session, please reach out to your assigned Session Chair (https://www.bigsurv18.org/program2018).