



Building Capacity and Community in International Business



PRESENTATION & PDW GUIDELINES

We look forward to welcoming you at the annual meeting of AIB-Oceania, hosted by QUT Business School in Brisbane, Australia on 24-26 November 2022.

In preparation, below is some guidance regarding the paper presentations at the Research Symposium and roundtable discussions at the Paper Development Workshops.

Please register as soon as possible and no later than 15 October so we can finalise the program
REGISTER HERE: [Annual Symposium – AIB Oceania Chapter](#)

PAPER PRESENTATIONS

Each session has been scheduled for 90-120 minutes, with 30 minutes allocated for each paper (i.e. 3 to 4 papers). Please plan to present for approximately 15 minutes to allow 10-15 minutes for questions and discussion. The session chair (the last speaker in the session) will be asked to manage the time.

Please ensure that you are at the allocated room for your session 10 minutes before the session commences. This will give you time to meet the session chair and other presenters, and to upload your presentation to the computer.

All rooms have computer facilities (Microsoft Windows and Powerpoint) for presentations. Please bring your presentation on a USB.

Some tips for paper presentations:

- Pay attention to the basics. Make sure you manage your presentation time carefully. Use a minimum font size of 18-20 point on your slides, in a font that is readable from a distance (e.g. ARIAL). Don't have too many slides – in a 15 minute presentation, aim for no more than 7-8.
- Think about the purpose of the presentation. For example, is it to *sell* the paper and gauge audience reaction? Is it to seek critique that can lead to a refinement of your paper? Or is it to present the audience with a challenge you are facing (e.g. around measurement or theory) and ask for their help? Structure your presentation, timing and opportunities for audience interaction according to its purpose.
- Focus on what is interesting and novel, and minimise description of parts of your paper that are not new or different. Try to avoid giving a monologue, and invite audience engagement.
- If for any reason you are unable to present your paper, please inform your session chair and Programme Chair Sara McGaughey (sara.mcgaughey@qut.edu.au) as soon as possible, and well in advance of your session.

CHAIRING OF PAPER PRESENTATIONS

The presenter of the final paper in each session is asked to act as the Session Chair (you do, after all, have the greatest incentive to keep all presenters on time!). The session chairs are expected to:

- Ensure that the session commences on time
- Introduce the presenter and the title of each study
- Ensure that the presenters do not exceed their allotted time
- Facilitate questions from the audience and discussion

Thank you!!

PAPER DEVELOPMENT WORKSHOPS

The round table PDW sessions are intended to give PDW presenters the opportunity to work with senior academics as mentors along with other participants to give and receive feedback and hone their manuscripts. Hence, all participants presenting their work are expected to read and comment on the papers of other participants on their table.

By 28 October, in preparation for the round table discussions, please:

- **send your final paper** (if it has progressed) to sara.mcgaughey@qut.edu.au and noemi.sinkovics@glasgow.ac.uk with **'AIB-OCEANIA PDW' in the subject line**
- ensure you include the following at the start of your paper:
 - name and contact details of all authors and title
 - short 125-word paper abstract and/or statement of the stage of your paper's development (e.g. stage of development, target outlet or purpose)
 - 2-3 questions you would like to pose to the mentors (and other participants) for discussion in the workshop

A lead mentor will be allocated to each paper, with papers distributed to mentors and other presenters on the same roundtable as soon after 28 October as is possible.

Before your PDW roundtable, please prepare a short presentation of 5 minutes with not more than 4 slides. The slides should convey:

- The motivation for the paper – why it matters and to whom
- The key argument, findings and contribution of your paper
- The 2-3 key questions you would like to pose to the mentors and other participants

Remember, please also read the other papers allocated to your roundtable so you may engage in discussion.

CONTACTS

Please contact Sara McGaughey (sara.mcgaughey@qut.edu.au) for academic programme enquiries, and Leanne Russell (l21.russell@qut.edu.au) for local host arrangements.

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