

Notes for Presenters and Chairs

Thank you all for contributing towards this conference. We request that you observe the following guidelines:

Presenters:

- Please arrive at the room at least 10-15 minutes prior to the start time of your session. Begin your papers promptly.
- Please ensure your presentation is delivered within the time limit: <15 minutes for panels with 4 papers, <20 minutes for panels with 3 papers.
- If using a slideshow, please ensure you upload the necessary file to the main computer in the room. Using your own device or inserting USB drives in between papers may cause undesirable disruption to the panel.

Chairs:

- Please arrive at the room at least 10-15 minutes prior to the start time of your session.
- Prior to the start of the session, please ensure that the presenters have uploaded their slide-shows onto the room's main computer. Ensure that the presenters are aware of the order of their presentations.
- Please ensure the panel starts on time; do not wait for late arrivals.
- Please briefly introduce each presenter.
- Please ensure that presenters strictly keep to time.
- Please ensure sufficient time (at least 30 minutes) for questions and discussion.
- All questions and discussion should follow the conclusion of the final paper, rather than remarks in between each paper.
- Please end the session at the allocated time to ensure the conference schedule runs to time.
- Conference volunteers will be present at the start and end of each session to help keep sessions to time and provide any other assistance required.

WIFI LOGIN INFORMATION

To access the Internet using a wireless connection, connect to the wireless network called "fitz-conf" and use "Cambridge2011" as the key. When connected, browse to <https://register.fitz.cam.ac.uk>. Click on the "Visitors and Conference Guests" link and enter the following login information:

Conference Name: BASAS ANNUAL CONFERENCE 2016

Username: 06042016

Password: BASAS2016

If you are having trouble connecting to the Internet, please make sure that your IP address is assigned automatically (using DHCP).