To: Presenters at the SOF conference
From: SOF Conference Committee
Re: **SOF CONFERENCE PRESENTATION GUIDELINES**

Dear Potential Conference Speaker,

SOF conferences present many speakers on questions related to the Shakespeare authorship question. In order for us to keep to our schedule, it is necessary that our speakers adhere to the following guidelines. <u>Your acceptance of a speaker's slot at one of our conferences indicates that you accept and will follow these Guidelines.</u> Please read them carefully.

<u>Guidelines:</u>

1. Understand that you have been allotted a set amount of time for your presentation. We ask that you <u>rehearse your presentation</u> and aim to keep it 5-10 minutes under the time limit, so that there is time for questions and answers at the end. To ignore your time limit is disrespectful of the next speaker, and later speakers (not to mention the audience) and the spirit of scholarly presentation itself.

2. In presenting your topic, we strongly encourage all speakers to take advantage of technology available to them, such as PowerPoint, if they wish to do so. Again, however, we believe that the use of technology, however sophisticated and wonderful, falls flat when it is unrehearsed and awkwardly handled at conference. No one likes to stand by while "technical difficulties" are sorted out.

3. We ask that you don't fall into the trap of either a) reading your presentation all the way through and not looking up, and/or b) putting your entire presentation on PowerPoint and reading from the screen. As public speakers at a conference, we must all realize that eye contact is very important for the presenter, and without it the speech can be less than riveting—and sometimes downright boring. Always remember to talk *to the audience*, not to your notes or computer screen. Someone in one of the front rows will be holding up cards advising the speakers how much time they have left. This is another good reason for speakers not to bury their noses in their notes. Please respect the instructions on the cards before you and STOP when you are asked to stop. If you have properly timed and rehearsed your speech, you should get to the Q&A before you are asked to stop.

4. <u>PowerPoint</u> is available to all speakers, but please note:
(a) If you need <u>other</u> technical equipment, please advise the conference organizers well in advance.
(b) Your presentation must be converted to PowerPoint if it was created on Keynote or some other application.
(c) Please have your PowerPoint presentation on a thumb drive (flash drive) so that it may be easily transferred to the computer being used for presentations. There will usually not be enough time between presentations to switch computers. Ideally, have your PowerPoint installed on the computer during a break, well before you will give your presentation.
(d) Please do not use unusual fonts in your PowerPoint. These fonts may not be installed on the particular computer being used at the Conference and will therefore not display in the same way.

<u>Tips:</u>

Some general tips for public speakers, prepared by Toastmasters International, are available at http://www.toastmasters.org/en/Shop/club-officers/Marketing-Your-Club/10%20Tips%20for%20Successful%20Public%20Speaking_105.aspx
for anyone who may be interested

Additionally, this is *The Guardian*'s Guide to Academic Presentations:

http://www.theguardian.com/higher-education-network/2013/may/10/public-speaking-academics-10-tips

And these 25 tips are really useful as well:

http://sixminutes.dlugan.com/25-skills-every-public-speaker-should-have/

We wish you the best of luck in your presentation!

 —Shakespeare Oxford Fellowship Conference Committee