



SYMPOSIUM PRESENTER GUIDELINES: WERA FOCAL MEETING, 1-3 JULY, SANTIAGO DE COMPOSTELA, SPAIN

The 2020 WERA Focal meeting is around the corner. Please be aware of the following information when planning your symposium to ensure that it adheres to the time available during each session:

- Each symposium session is 90 minutes long.
- 10 minutes will be allocated to the Chair at the beginning of the session. The session Chair will introduce each paper.
- 10 minutes will be allocated to the Discussant at the end of the session.
- 10 minutes will be allocated to questions at the end of the session.
- The remainder of the time (60 minutes) should be distributed evenly among presenters (an average of 3-5 presenters per session).
- A tight time schedule will be managed by the Chair of a session.
- It is recommended that presenters bring their own computers in the event that their files are not compatible with Spanish PC versions.
- Presentations in Spanish must also be accompanied by an English PowerPoint and/or English handout.
- Please save your presentation materials on a USB flash drive and bring it with you to the venue.
- The presenter should prepare an outline of the major points of the paper.
- Highlights may be given covering such points as the purpose of the study, description of the sample, methodology, problems, and major findings, conclusions, or recommendations. The amount of time devoted to each highlight will vary according to the author's evaluation of the importance of each area to the paper.
- Inexperienced extemporaneous speakers are advised to prepare a reading text of approximately 5 to 7 typed pages.
- You should provide any printed copies of your paper and/or PowerPoint handouts yourself.

Please be sure to communicate this information with the presenters of your symposium in preparation for the 2020 WERA Focal meeting. Programme planning is in progress and the programme committee will inform you as to your exact presentation time as soon as available.

Kindly note that online registration is available on the 2020 WERA Focal meeting website at www.wera-compostela.com. The 2020 WERA Focal meeting registration for Early Bird registrants will end on 30 April 2020. Regular registration, at full conference rates, will start on 1 May 2020 and end on 20 June 2020. Accommodation recommendations can be viewed on the 2020 WERA Focal Meeting website at www.santiagoturismo.com/aloxamentos-santiagoturismo&via=santiagoturismo&text=Accommodation and www.wera-compostela.com/residence.html. Since Santiago de Compostela is a major tourist destination, we would advise you to book accommodation as soon as possible.

If you have additional questions or concerns, please contact the 2020 WERA Focal meeting at admin@wera-compostela.com.

Warm regards,

Ingrid Gogolin
WERA President

Liesel Ebersöhn
WERA Secretary General