

The Oxford Conference 2008

50 Years On – Resetting the Agenda for Architectural Education

22-23 JULY 2008, EXAMINATION SCHOOLS, UNIVERSITY OF OXFORD, UK

INFORMATION FOR ORAL PRESENTERS

Presentation Times

The programme schedule allows all presentations to include time for introduction and audience questions. Each session and forum has its own time schedule depending on the number of presentations. Please refer to the published programme for your presentation time and duration. You should allow 3-5 minutes for audience questions at the end of your talk.

Audio-Visual Requirements

Meeting rooms for will be equipped with a computer and beamer. PowerPoint presentations should be compatible with Windows Office XP. Presentations from Macintosh should be converted to ISO9660.

To avoid delays during sessions, the use of personal laptops is not encouraged unless the PowerPoint file has been created on a Macintosh computer or the presentation includes movie files.

Presenters are asked to send PowerPoint files to the Conference Secretariat by email no later than **14 July 2008**, unless the file size is more than 8MB. The files will be loaded and checked by the technicians in advance. You should also bring a backup copy of your slides to the conference on either CD/DVD-ROM or USB memory stick. Larger files should be brought to the conference and not sent in advance.

You should check your files with the technicians in the Speaker Preparation Room as soon as possible after arrival at the conference. Please do not wait until just before your presentation.

Conference Publications

You may be contacted by your Forum Leader if s/he considers that any changes should be made to your abstract or the content of your talk.

Your original abstract will be printed in an abstract book for delegates at the conference. If you wish to revise your abstract, please send the new document to the Conference Secretariat no later than 30 April 2008. Please ensure that the document size does not exceed 2MB.

Oral presenters are invited to submit an extended abstract of up to 4 pages in length to be published on the conference website after the event. Extended abstracts should be sent as a Word document by email to the Conference Secretariat no later than 30 April 2008. Please ensure that the document size does not exceed 2MB.

The *Journal of Architecture* and other related publications will invite selected conference presenters to submit a manuscript to be considered for publication. Invitations will be issued by the journal editors after the conference.