

Dear competitive session presenter,

Welcome to the 50th Anniversary Conference of EIBA in Finland and congratulations once again on being selected for the conference programme!

In preparation for the conference, we share below some guidelines on how to prepare for a presentation in a competitive session. We hope you will find these suggestions helpful.

1 Read the other papers in your session

You can log in to Conftool and check the details of your session at <https://www.conftool.org/eiba2024/sessions.php>.

You can see the emails of the presenting authors (click on “Show metadata”) in the conference programme <https://www.conftool.org/eiba2024/sessions.php> and you can save the session information under ‘My Agenda’ and/or export it to your mobile calendar. Please note that emails are visible only if you are logged in. Remember to refresh the academic programme webpage regularly.

Please contact the other presenters in your session directly to provide a copy of your paper, and request a copy of theirs, so that you can read them ahead of time. This will create a more cohesive and stimulating session and enhance the discussion during the session.

Kindly remain in the session in which you are presenting for the entire scheduled time, in courtesy to the other speakers and the session chair.

2 Manage your presentation time

All sessions are one hour and fifteen minutes (75 minutes, except the last session on Saturday which is 90 minutes long). Most competitive sessions have 3-4 presenters, but some have up to 5 presenters. The session chair may offer integrative comments at the end of the presentations and some of the sessions have dedicated discussants who will kick-start the discussion. Please give the audience sufficient time to ask questions as well. Therefore, a good general rule of thumb is:

- Three papers: 17 minutes per paper
- Four papers: 13 minutes per paper
- Five papers: 13 minutes per paper (For the last 90 minutes session on Saturday, you can use this rule)

Please stick to these time limits as closely as possible. It is unfair if any speaker takes up more than their allotted time and reduces time allotted for everyone else. The session

chair will control the time for all presenters and will ask you to stop if you run over your time limit. We suggest you use a watch or a timer to monitor your use of time!

3 Make a quality presentation

A laptop and a computer projector will be available in all rooms. You simply need to bring your presentations as a PowerPoint file on a USB memory stick. As a guide on how many slides you can reasonably present in your time slot, we suggest you divide the number of minutes you have by two or three (e.g., for a 15-minute presentation, prepare only 5 to 7 slides). Fewer slides are always better for in-person presentations. Prepare your slides in a minimum of 18–20-point font, preferably in a sans-serif font like Arial or Calibri, to ensure that the text is legible for the audience.

The Appendix offers specific suggestions for presenters on what (not) to do when preparing your presentation.

4 Other suggestions with respect to your presentation

It is very helpful for session participants to meet 5-10 minutes before the session starts so that everyone can be introduced, the equipment can be checked, and presentations uploaded on the computer, to avoid having to do this when the session is about to start. Please, arrive early for your own session. Your prompt appearance will relieve the chair of the anxiety of worrying whether you will be there. It also means the session can start on time.

If an emergency occurs and you cannot attend the session, please advise your session chair as soon as possible. Please also inform the EIBA conference organizers eiba2024@aalto.fi who can pass the information to your session chair.

5 No shows

EIBA follows the “no show” policy to maintain the integrity and quality of the conference. This policy requires that at least one author of each manuscript listed in your session must register, attend, and present at the designated session. Please, inform us if a paper was not presented at your session. At the end of your session, please report any “no shows” via email to eiba2024@aalto.fi

We are very much looking forward to seeing you at EIBA in Finland!

EIBA 2024 Conference Organisers

50th Anniversary Conference of the European International Business Academy
Rethinking IB Research for the Next 50 Years
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<https://www.conftool.org/eiba2024/>
<https://eiba2024.eiba.org/>

Appendix: The Role of the Presenter

* Abstracted from AIB world instructions and with permission from “Making AOM Sessions Exciting!” by Jing Zhou (Rice University) and Russ Coff (Emory). The report was based on an AOM workshop, August 8, 1999, Chicago, IL, where the panel members were the two co-authors of the report, Sally Blount-Lyon (Chicago), Michael H. Lubatkin (Connecticut), Karl Weick (Michigan) and Edward J. Zajac (Northwestern).

PRESENTER:

The presenter’s job is to “sell the paper” and convince the audience that it is worth reading. This requires emphasis of the contribution rather than a summary of all sections of the paper.

The following are some ideas for how authors can get the audience engaged and excited about the paper. Most practices in the “DON’T” column are standard procedure, and the suggestions may seem radical. However, the objective should be a presentation that covers less but makes a compelling argument that the paper should be read.

PURPOSE OF PRESENTATION:

DO: Present enough to tell the audience that the paper is worth a read – tell a good story. Focus on the contribution. Minimize discussion of sections that don't stress what is new and different.

DO NOT: Present summaries of all sections of the paper.

PRESENTATION FORMAT AND TIMING:

DO: Consider starting with the conclusion and then explain why you reached it (e.g., methods/results). Plan for 10 minutes – it is easier to elaborate than to cut things out. Use fonts larger than 28 pt and no more than 10 overheads or slides.

DO NOT: Save the punch line as a sort of surprise ending. Plan for 20 minutes in case there is extra time. Use small fonts or too many overheads.

AUDIENCE INTERACTION:

DO: Create expectations that you expect active audience participation. Look people in the eye and talk to them (not at them). Identify places for audience input and ask questions. Consider ways to draw on the audience’s personal experiences/knowledge.

DO NOT: Give a monologue describing your research.

INTRODUCTION:

DO: Do focus on what is interesting and new about what you have learned. Do try to start off with a real-world analogy/story.

DO NOT: Focus on why you decided to do the study.

THEORY:

DO: State the problem, why it is interesting, and what you will add. Explain what is new in your model or approach in relation to past contributions.

DO NOT: Present a broad literature review (cites, etc.). Explain every arrow in a complex figure.

METHODS:

DO: In a quantitative study, provide an overview of why the measures are linked to the theoretical construct. Establish face validity and assure that more rigorous methods were applied. In a qualitative study, explain the research setting and provide an overview of data sources.

DO NOT: Describe the sample measures and validation of instruments.

RESULTS:

DO: Present what was significant (+ and - signs), novel and interesting. Explain what the data tells you - not the tests. People can read the paper to get details.

DO NOT: Present any tables with numbers.

CONCLUSION:

DO: Answer broadly what we have learned and what needs to be done now. Invite the audience to read the paper for details.

DO NOT: Review each result and summarise what was significant.