

Dear interactive 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 an interactive session. We hope you find these suggestions helpful.

At EIBA, interactive paper sessions are held in a roundtable format and are intended to be genuinely interactive in nature among all participants. To achieve this objective, presenters will not be allowed to make a formal presentation with PowerPoint or overhead slides. Instead, each presenter will take 3-5 minutes to briefly outline the main ideas and key contributions of their paper.

1 Prepare a handout and email it to session participants / Bring a handout to the session

Please, prepare a 1-page executive summary, or a 1-page slide handout (e.g., showing no more than six slides), of your paper that you share with the session chair and the other presenters in your session before the conference begins. This will facilitate valuable and ample discussion among all presenters, the session chair, and other attendees. Consider bringing 10-15 copies of your executive summary or slides to the session as a handout.

You can log in to Conftool and 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.

2 Manage your time

Where possible the physical layout of the room will be a roundtable. This allows for direct interaction. There will be no computers or computer projectors needed for the interactive session.

All sessions are one hour and fifteen minutes (75 minutes, except for the last session on Saturday which is 90 minutes) long. The interactive session on Saturday may have up to 7 presenters. Given these constraints, presenters only have 3-5 minutes to outline the main ideas and key contribution of their papers. To maintain the interactive nature of the session, and ensure enough time for feedback to all authors, this time limit will be enforced. Please stick to it as closely as possible because 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 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.

We have asked session chairs to hold the discussion of each paper immediately after each presentation. Please focus on the main research questions and findings of the paper and do not include a detailed discussion of sample, methods, etc. The presentations in the session should be structured as a conversation (i.e., short interventions and highly interactive), not as a sequence of monologues.

Interactive sessions aim to stimulate discussion among participants on common themes that cut across the individual presentations. Please, read all papers in your session in advance and be prepared for an engaging conversation with colleagues who are struggling with the same research issues as you. Given the time constraints, we strongly suggest that you resist from responding to comments during the session itself as it reduces the time available for further feedback on your paper. Instead, you could continue the discussion informally later after the end of the session, and during breaks. Make a point to try to meet up later with anyone whose further observations on your work may be helpful to you.

3 Make a quality presentation

Your handouts will be the main visual aid used during your presentation. We suggest you go right to the heart of the matter and focus on the key contribution and main findings. As mentioned above, there will be no computers or computer projectors in the room.

4 Read the papers (or at least the executive summaries) for your session

Please, contact the other presenters in your session directly to provide a copy of your paper and/or the executive summary, and request a copy of theirs, so that you can read them ahead of time. In this way, the interactive session will be more cohesive and stimulating.

We also ask you to remain in the session in which you are presenting for the entire session in courtesy to the other speakers and the session chair.

5 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 handouts distributed, and the format of the session explained again. Please, arrive early for your own session. Your prompt appearance will relieve the chair of the anxiety of worrying whether you will be there or not. It also means the session can start on time.

If you cannot make it to the session due to an emergency, please let your session chair know as soon as possible. Kindly also inform the EIBA conference organizers eiba2024@aalto.fi so that the information can be passed to your session chair.

6 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

Similarly, if for any reason you cannot present your paper, please inform both your session chair and the EIBA organizing team in advance of your session.

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

EIBA 2024 Conference Organisers

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