



Author guidelines for preparing presentations

Congratulations on your submission acceptance at the Atlantic Schools of Business Conference. Please note the following information as you prepare your presentation.

- Arrive at your room 5 minutes before the session begins.
- Introduce yourself to the track chair.
- Save your presentation on a USB stick.
- Upload your presentation on the computer in the room. Each room has a computer. Please use the computer in the room and not your own.
- Each paper gets 30-minutes (unless otherwise stated by your track chair). Use 15-min for your presentation and 15-min for audience engagement.
- If there is more audience feedback than there is time, please take the comments and withhold your answers. Remember, you can continue the conversation at the nutrition break.
- The format for your session is one paper presentation followed by feedback focused on that paper. Your track chair, with the consent of all presenters in the session, can change the format to have the three presentations (45-min; 15-min each) followed by global feedback across the papers.
- Slide changers are not provided by ASB or your track chair. Please bring your own.
- Your track chair will use timecards. Please watch for the time cues.
- Respect the time limits. More time for you means less time for others (and vice versa).