



WJEC 2019 - Paper Sessions Guidelines

- 1. Submit your full paper before June 1st, 2019.** Once your abstract has been accepted and you wish to have your paper included in the conference proceedings, you have to **submit your full paper before June 1st.**
 - Papers must be between 4,500 and 5,500 words in length (excluding references, tables and figures). Style: APA.
 - Papers must be submitted using the following link: <https://cmt3.research.microsoft.com/WJEC2019/>. To sign in you have to use the same email-password combination you have used for submitting your abstract.
 - Note that you will have to include a short bio (100 words) and a brief abstract of your paper (100 words) when submitting it.

- 2. When will I know when my paper session is scheduled?**
 - We will not be able to deliver any paper presentation schedule before June 1. More information about the program (keynotes, panels, etc.) will be published on the WJEC Paris website from mid-March.
 - There are three time slots dedicated to Paper Sessions. We encourage you to have a look at the provisional agenda available on the WJEC website (www.wjec.paris) and plan your travel and other arrangements around this information.

- 3. What is a paper session?**
 - Each paper session will have 4 paper presentations that focus on a common research topic. Presenters will have 12 minutes to present their work. This will be followed by a short discussion period (5 minutes each).
 - All paper sessions will have a moderator and a discussant. The moderator will coordinate the session and the discussant will give feedback on the papers.

- 4. Presentation Specifications**
 - We recommend your presentation be prepared using Microsoft PowerPoint 2007 or newer. Older versions or presentations can be accepted but we recommend to you use a PDF version. If you are using any non-standard fonts we also recommend that you use PDF format.

- **Remember to create your presentation using a 16:9 ratio.** If using Microsoft PowerPoint, you can do this by selecting 'Design', 'Page Setup', 'Slides sized for:' and selecting the drop-down option 'On-screen show (16:9)'. Presentations using a 4:3 ratio will be played as is.
- If you are using any audio or video content, we suggest downloading and/or embedding this into your presentation when putting it together. You will not be able to use links to sites such as YouTube, Vimeo etc., as we cannot control any security (firewall) and advertising, lag or playback errors that can occur. We also suggest you download any website content prior to your Dauphine arrival, as, due to copyright and/or Dauphine policies, some sites may be blocked while using University computers.
- We suggest you bring an electronic, up-to-date copy of your presentation on a USB drive, and if possible with a connection to an external cloud-type storage service, such as Dropbox as a backup.
- If you are preparing your presentation on a MAC, we suggest using PowerPoint for MAC, not Keynote. However, please note that even if using PowerPoint for MAC, some fonts, formats or videos may not display correctly on our PC software. If you do wish to bring your own MAC laptop to present from, please ensure you bring the correct display port adaptor, either a VGA or HDMI connection cable.
- Please keep the content of your slides to main points only and ensure that any diagrams or charts are easy to follow.
- All presentations will be deleted post-event. Copies of presentations can be requested directly from the authors.
- And lastly, please remember to cite all sources of imagery, audio or references used in your presentation.