

**2011 Doctoral Workshop @ the Conference**

***5-6 December 2011***

*Information for student presenters*

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Table of Contents

[1. Introduction 2](#_Toc301264488)

[2. Preparing for your Presentation 2](#_Toc301264489)

[2.1 Who will be in the session with me? 2](#_Toc301264490)

[2.2 How long will I have to present? 2](#_Toc301264491)

[2.3 What are the areas I should talk about? 2](#_Toc301264492)

[2.5 What technology will be available? 3](#_Toc301264493)

[2.5 When do I need to submit my presentation slides? 3](#_Toc301264494)

[3. The Presentation Outline 3](#_Toc301264495)

[3.1 What is the Presentation Outline? 3](#_Toc301264496)

[3.2 Why do I need to write one? 3](#_Toc301264497)

[3.3 What should it look like? 3](#_Toc301264498)

[3.4 When is it due? 4](#_Toc301264499)

[4. Student Discussants 4](#_Toc301264500)

[5. Further questions? 4](#_Toc301264501)

[Appendix: Presentation Outline Template 5](#_Toc301264502)

# Introduction

The following guide has been written to help you prepare for your presentation at the 2011 ANZAM Doctoral Workshop @ the Conference. It includes some suggestions for content and provides the formatting expectations.

# Preparing for your Presentation

## 2.1 Who will be in the session with me?

When preparing your presentation, you should consider your audience to be informed academics who may not be experts in your subject matter. In most sessions we anticipate there will be at least:

2 x Student Discussants (see Section 4)

2 x Academic Facilitators

We also expect that there will be “drop-ins” from other Workshop participants.

## 2.2 How long will I have to present?

Each student will be given a 30 minute allotment. This comprises:

* 10 minutes Presentation (maximum)
* 10 minutes Student Feedback from the Student Discussants
* 10 minutes of feedback/discussant from the facilitating academics

The facilitating academic will stop your presentation after 10 minutes.

## 2.3 What are the areas I should talk about?

Your presentation should be structured around a simple and coherent argument. Before you develop your presentation, consider what you would like to get out of it... Are you looking to scope your research problem? Or are you perhaps at the point where you are looking to discuss your findings? You may also use this opportunity to practice for an upcoming conference presentation. Either way, let the group know what kind of feedback you are looking for and make sure that your presentation reflects these aims.

Based on previous presentations, here are some suggested talking points:

***Research Case:***

 What is your topic?

 How did you arrive at your Research Question?

 Why is this topic important?

 What are the major contributions of this project?

***Research Design:***

 What is your Research Paradigm?

 What is your research Methodology?

 Comments on Data Collection

 Comments on Data Analysis

 How do these techniques address the research question?

***Research Findings***:

 What are the key findings of your research?

 How do these findings relate to the current literature?

 Are these results expected or surprising? Why?

 What are the implications for theory/practice?

Please be mindful of the 10 minute presentation limit. This will prove to be a significant challenge, but is necessary for discussing your research in the management environment. Try to focus on one specific aspect of your PhD, leaving the Presentation Outline to serve as an overview. You should not attempt to discuss all the talking points listed above – one or two should be plenty. A review of the literature would not be a valuable use of your time - this should be reserved for the Presentation Outline (see Section 3)

## 2.5 What technology will be available?

The presentation rooms will be equipped with a computer and projection equipment. Only Microsoft products will have IT support. (You trendy Mac users will have to be a little more self-reliant). We cannot guarantee Internet access in the presentation rooms, so please make sure all multimedia is available offline.

*Please note:* Use of PowerPoint is not a requirement – however we strongly recommend the use of some form of visual aid. An attractive alternative could be a ‘Presentation Poster’.

## 2.5 When do I need to submit my presentation slides?

Presentation materials (including the Presentation Outline) need to be submitted to Ryan (R.Gould@uws.edu.au) not later than ***18 November 2011***

# The Presentation Outline

## 3.1 What is the Presentation Outline?

The Presentation Outline is a short document that offers a summary of your presentation.

## 3.2 Why do I need to write one?

An effective Presentation Outline will allow you to provide detail that you will not be able to cover during your presentation. For example, it will allow you to provide a succinct review of the literature that forms the basis of your research questions, or provide key definitions and assumptions.

## 3.3 What should it look like?

**Content/Structure:**

The structure of your Outline and the included details should reflect both the point you are at in your studies and the type of presentation you intend to give. The following list should serve as a starting point:

* Thesis Title
* Abstract
* ***Areas for Discussion/Feedback following presentation***
* Research Questions/Problem
* Research Case/Justification
* Conceptual Framework
* Key Literature
* Research Design/Methodology
* Key findings

While writing your Outline, try to limit the use of discipline specific language. Your Outline should be accessible to a wide academic audience. A formatted and generic template is available as an appendix. Please feel free to create your own headings, but be sure to follow the formatting requirements below.

**Format for submissions:**

Length: 2-4 A4 pages (excluding references)

Margins: 2.54 cm (Top, Bottom, Left and Right)

Font (Headings): 14pt Times New Roman (Bold), 1.5 line spacing

Font (Body): 12pt Times New Roman, “Align Left” or “Justified”

Line Spacing: Single Line (with exception to headings)

Referencing: Harvard

Diagrams: Placed in context

Tables: Placed in context (large tables should be placed at the end of the document)

Header: No header

Footer (left): Author Surname

Footer (centre): Author Institution

Footer (right): Page Number

Notations: Footnotes are not to be used. Please limit the use of Endnotes.

File Type: \*.doc or \*.docx (all files will be converted to \*.pdf before being sent to discussants)

File Name: Surname\_GivenName\_Outline.doc

## 3.4 When is it due?

Presentation materials (including the Presentation Outline and your PowerPoint presentation) need to be submitted to Ryan (R.Gould@uws.edu.au) not later than ***18 November 2011***

# Student Discussants

## 4.1 Who are they and why does ANZAM include student discussants?

Each presentation session will be structured around three students. This means that each presenter will also serve as a Discussant for two of their peers. The Discussants have been introduced to allow participants an opportunity to develop their feedback and reviewing skills which are an essential part of the academic’s career.

## 4.2 What will I need to do?

You will receive the presentation outline of two fellow presenters no later than a week before the Workshop. You will be expected to read this and prepare some feedback on the document as well as the presentation. You should focus your comments on the areas identified in the Presentation Outline.

# Further questions?

If you have any other questions about the Student Presentation, please contact Ryan at R.Gould@uws.edu.au

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# Appendix: Presentation Outline Template

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**2011 ANZAM Doctoral Workshop *@ the Conference***

5-6 December 2011

Massey University, Wellington, New Zealand

**Presentation Outline: [Your Name Here]**

[The following formatted template can be used to develop your Outline. Feel free to customise all headings/structure to better suit your presentation, but be mindful of the formatting requirements. **REMEMBER: your Outline must be submitted to** **Ryan** **by close of business, 18 November 2011**. Failure to do so will result in a loss of presentation space. If using this template, please delete these instructions before submitting.]

**Thesis Title**

[Insert title here]

**Abstract**

*[Suggested Length – 100-250 words]*

**Areas for Feedback**

*[You should list a few areas that you want the Academic Facilitators and Student Discussants to focus on. Phrasing them in the form of a question would be particularly helpful]*

**Research Questions/Problem**

[What are the questions guiding your research? Or, what is the central problem you are addressing. Please feel free to adapt this heading to something that better suits your research design]

**Research Case/Justification**

[Why is this research important? How did you discover this potential problem/area of research? Again, you can adapt this heading to something that better suits your research design]

**Conceptual/Theoretical Frameworks**

[What are the key concepts and/or theories defining/supporting your research? Please define such concepts in a way that is accessible to a wide academic audience. Limit the use of jargon and discipline specific assumptions]

**Literature Review**

[Please remember to tailor this review to the ANZAM audience. This should really be no longer than 25% of your total submission]

**Research Design/Methodology**

[How are you going to answer your research questions? What kind of sampling will you use? What are your data collection methods and how will you analyse this data. Discussions about your research paradigm will also be useful here]

**Expected Contributions/Key findings**

[How will this project close the gaps in knowledge and contribute to theory. Those who are further along in their studies may like to discuss their findings and the relationship to the literature.]

**References**

[Remember to use Harvard]