**Pre-course Questionnaire – Writing and Giving Conference Papers**

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| Name |
| Research project (title or basic subject details) |
| Department |
| Have you attended conferences in your subject area? If so, please give brief details  Have you any experience of giving conference presentations? If so, please give brief details |
| Do conference papers in your subject chiefly take the form of:  Talks  Written material for circulation  Audio-visual presentation  Posters  Other (please specify) |
| Do you have any particular training needs not covered in the outline for this session? |

**Please note**: you will need to prepare a short (5-minute) sample presentation on some aspect of your research, for delivery on the second day.  This should be representative (in miniature) of the type of presentation you would expect to give in due course at a real conference. PowerPoint files either will need to be brought to the session on a memory stick or can be displayed by screen sharing during the second day’s meeting. If you would like to have a handout, please bring multiple copies or respectively send them out via email in time.