

## Research Fellows Conference 2014 – plenary and session speaker information

### Plenary session

The plenary sessions are split into the following nine subject areas:

1. Pure and applied mathematics, computer science
2. Astronomy and physics, theoretical physics and applied physics
3. Chemistry, applied chemistry, theoretical chemistry
4. Engineering, technology, instrumentation, materials science, experimental fluid dynamics
5. Earth sciences and environmental physical science
6. Biochemistry, structural biology and molecular cell biology
7. Developmental biology, genetics, immunology and microbiology
8. Anatomy, physiology, neurosciences, health and human science
9. Organismal, evolutionary and ecological science

Plenary sessions are attended by all delegates and will take place in the Wellcome Trust Lecture Hall.

Presentations in the plenary sessions will be maximum 20 minutes long, followed by 5 minutes of questions from the floor. Speakers will be introduced by the session chairs who will also chair the questions following presentations. Chairs will be asked to keep strictly to time so we advise practising your presentation to ensure it is within the time limit.

Each speaker will be allowed a maximum of 20 slides in their presentation, including title page and acknowledgements.

### Themed breakout session speakers

There will be six breakout sessions at the conference.

- **Networks** (Kohn Centre)
- **Coping with multi-scale problems** (Conference room)
- **Resources** (Library Events room)
- **Science of the small** (Kohn Centre)
- **Patterns and symmetry** (Conference room)
- **Imaging** (Library Events room)

Presentations in the themed breakout sessions will be maximum 10 minutes long followed by 2 minutes for questions. Speakers will be introduced by the session chairs who will also chair the questions following presentations. Chairs will be asked to keep strictly to time so we advise practising your presentation to ensure it is within the time limit.

Each speaker will be allowed a maximum of 10 slides in their presentation, including title page and acknowledgments.

**All speakers will be expected to send their presentation slides 2 weeks before the conference.**

### Preparation

When preparing your presentation please keep in mind that the audience will be made up of scientists from a wide range of disciplines, the majority of the audience will not be experts in your field and many may

know very little about the topic of your talk. It is very important to tailor your presentation to reach this audience. Avoid the use of jargon, technical terms or very complex ideas. You should include the 'bigger picture' of your research which may include the context of your research within your field, why you do research in this area and the end benefits of the research.

We would encourage you to practise your presentation in advance of the conference. This will help you to ensure your timings are correct. Practising with someone who has little knowledge of your research can help you pitch your presentation at the right level.

Please note that Keynote software is only available for plenary speakers. Sessions speakers preparing their talks using Keynote should make sure it can be viewed using PowerPoint software.

### **Programme booklet**

The programme booklet will include titles, abstracts and speaker biographies. Both the abstract and biography submitted as part of your speaker proposal will be included. If do not want this abstract to be included please send an updated version to Helen Jones (150 words max) by **Friday 7 February**.

### **Travel and accommodation**

Accommodation for all speakers has been booked at The Strand Palace Hotel (<http://www.strandpalacehotel.co.uk/>) for Wednesday 19 March. Hotel Check in is after 2.00pm and check out is before 12.00pm. If you have any special requirements please contact Helen Jones. The Royal Society will cover the cost of the room and breakfast only; any other expenses incurred will be billed when you check out.

If you do not require accommodation please let me know as soon as possible.

Travel to and from the conference will be reimbursed, please retain your original travel tickets and/or receipts. We no longer accept scanned copies of receipts or tickets. You will be provided with an expenses form to complete at registration.

### **Questions**

If you have any questions please contact Helen Jones (020 7451 2555 or [helen.jones@royalsociety.org](mailto:helen.jones@royalsociety.org)).