Colloquium on European Research in Retailing 2018

Research dedicated to understanding consumers' behaviour and designing the operations, logistics, and channels to reach them

Instructions for Presenters and Session Chairs

Programme: Please be sure to check the programme for the time and location of your presentation. The programme is available here: *https://cerr.sciencesconf.org/resource/page/id/4*

Timing of sessions: Paper presentations will take place during three parallel sessions. Each session features three papers and each paper is given a maximum of 15 minutes time for presentation and 15 minutes of discussion. The Session Chair will act as timekeeper.

Expectations and Feedback: Each presenter and the session chair is required to have read the extended abstracts of the other presenters in their session. The CERR 2018 proceedings can be downloaded here - *https://cerr.sciencesconf.org/resource/page/id/25*. Each delegate will be provided with a physical and a soft copy at the event. Presenters should to stay for the duration of their session to contribute to the discussion and as a courtesy to other presenters in the session. Further, each presenter as well as the session chair is required to provide feedback covering the following points:

- Strength of the presented research
- Weakness of the presented research
- Suggestion to improve the research presented

Feedback forms will be available in each room and the reception desk and should be given to the presenter at the end of the session.

Presentation equipment: Each room is equipped build in PC with standard software and a screen. It is better if presenters use the in-situ equipment rather than using their own laptops. Any special requests for equipment should be addressed to the Conference organisers. Apple users, please remember to bring the necessary adaptors (e.g. VGA). If delegates wish to use their own equipment please make sure it is PAT tested and that you have a suitable adaptor for the UK, [which is 230volts]. **Please take the time to find the room where you will be presenting and arrive in time to be able to load your presentation and check all is working as expected.** Please bring a copy of your presentation on a USB flash drive and make sure that is it compatible with a **Windows** operating system. It will be the responsibility of each presenter to load their presentation on to the laptop in the presentation room. It is important that if you use a platform other than PowerPoint, e.g. Prezi, you must package your presentation so that it will run offline on a Windows based PC.

Technical information: AM2018 computers will run MS PowerPoint 2016. Only MS PowerPoint (*.ppt or *.pptx) presentations with video formats will run smoothly. Please avoid using other formats/software, as there is no guarantee that it will work as intended. The pre-installed font types available in MS Office Windows 10 should be used as standard font types.

Images, movies and video files: If your presentation contains links to video files, it is essential that you bring not only your PowerPoint file, but also your video files. Most video files types (e.g. .MP4, MPEG, .wmv, .AVI, etc.) are accepted. All videos linked to PowerPoint slides must be tested and checked in advance to be sure they will work properly. Please place all audio and movie files linked with the presentation into a single file folder (e.g. when transferring the presentation from your hard disk to removable drives such as USB sticks or when uploading it). Do not use any passwords or encryption for your files.

Flash-animations and Macros: Please note that flash-animations and Macros are not supported, so do not use them within your presentation

Feedback Form

Session:

Paper:

Presenter:

Strengths of the presented research

Weaknesses of the presented research

Suggestion for improvement

Please give to the presenter after the session