

BAM2025 Conference

Guide for In-Person Presenters

3rd, 4th and 5th September

BAM 2025
CONFERENCE

Kent
Business School

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1. Welcome

Welcome to the BAM2025 Conference! We are excited that you are joining us for our conference at the University of Kent and hope you will have an amazing experience!

Please re-confirm your assigned session's day, time, and room by checking the program on the **Conference App**.

2. Paper Sessions Schedule

Paper presentations will be held in ten sessions throughout the conference. Three sessions will take place on the virtual day (September 1st), and the remaining six will be held in person (September 3rd, 4th, and 5th) in various breakout rooms across the University of Kent campus.

The times of the sessions are below:

Monday 1st September (virtual)	Session 1 08:30 – 10:00 BST	Session 2 14:00 – 15:30 BST	Session 3 15:45 – 17:15 BST
Wednesday 3rd September (in person)	Session 4 08:45 – 10:15 BST	Session 5 14:00 – 15:30 BST	Session 6 17:00 – 18:30 BST
Thursday 4th September (in person)	Session 7 09:00 – 10:30 BST	Session 8 13:30 – 15:00 BST	Session 9 17:00 – 18:30 BST
Friday 5th September (in person)	Session 10 11:30 – 13:00 BST		

3. Conference Proceedings

You can access the papers through the **conference app** or by logging into your account on the **BAM Conference submission system**. The ISBN number is 978-0-9956413-8-9. Proceedings will be accessible to conference participants for a period of 12 months.

4. Paper Sessions

Below are some tips to assist you with presenting your paper.

4a. In-Person Full Paper Sessions

A standard session includes three papers. Each presenter will have 20 minutes for their presentation and 10 minutes for discussion.

Please arrive at your assigned room at least **5-10 minutes early**. Each room is equipped with a laptop, data projector, and screen. You will need to bring your presentation on a **USB data stick** and upload it to the computer before the session begins. This ensures a smooth start and allows time to resolve any technical issues.

You may also bring any materials you wish to distribute to attendees during your presentation.

There will be a Chair of each session who will be responsible for keeping each session to time so please respect their instructions.

4b. In-Person Developmental Paper Sessions

These papers are normally at an early stage of development. For these sessions, each paper will be allocated **20-30 minutes** for a round-table presentation.

- **Materials:** Please bring copies of your paper or other suitable handouts to distribute. You can use PowerPoint files for handouts.
- **Technology:** Please note that **AV should not be used** for these sessions.

5. AV Facilities in Rooms

Standard Equipment in all of the venues

Computers, data projectors and speakers are included in all classrooms and theatres.

Please note: delegates will need to bring their presentation on a USB data stick and arrive early to upload their presentation onto the computer. This is to ensure presentations are uploaded successfully and to allow enough time for any technical difficulties that may arise. Delegates may also bring any materials they wish to distribute to other delegates during their presentation.

Technical Information

Standard Equipment in all of the venues

Computers, data projectors and speakers are included in all classrooms and theatres.

Using your own laptop or Mac to connect to our projectors

All the venues have HDMI connections. If your device does not have a HDMI connection, then please ensure that you bring the relevant adapter with you to facilitate its use.

Wi-Fi connectivity is excellent in most areas of the University of Kent, however, if you need access to the internet for your presentation, please inform the BAM team as soon as possible at conference@bam.ac.uk.

Computers supplied in all Venues

All computers have a Windows 11 along with Office 365. All desktop PCs have wired network ports.

- **For full papers:** Please bring your slides on a USB stick.
- **For developmental papers:** Please bring copies of your paper or slides for discussion.