



**3rd ONLINE ATHENS-EDINBURGH BYZANTINE BOOK
FESTIVAL
30-31 May 2025**

Practical Guidelines

- The festival will take place via Zoom.
- **All presentations will be in English.**
- We recommend that the **chair** provides a short introduction for the author of no more than **2 minutes**, which will be followed by a presentation of no more than **8 minutes** by the **author**. This will leave time in the second part of the session for a **10-minute Question and Answer (Q&A)** session moderated by the chair.
- All sessions will be recorded. Recordings will start at the posted start time. Authors/Chairs will not be responsible for managing the recordings and technology for your session.

Chairs

- Please briefly introduce yourself (name, job title, and affiliation).
- You should remind the audience to mute their microphones at the beginning of each session.
- Ask the audience to post questions in the Q&A box. **We shall not be accepting live questions from participants.**
- Briefly introduce the book's subject by providing a brief account of what you found especially interesting by looking through the book, adding one or two sentences on the importance of the research involved. **If you are reading from a script, it should not exceed 250 words.**
- Hand over to the book's author and mute your own microphone.

- Unmute your microphone once the author's presentation is over. If the author overruns the assigned time, please ask her/him to conclude, so you can proceed to the Q&A session. **It is important to keep to time and give the audience 10 minutes for questions.**
- Read each question aloud (including the name of the person asking the question) and then ask the author to reply. Read as many questions as possible within the assigned time.
- If there is some time left over at the end of your slot, you could ask a question yourself.
- If the Q&A ends/comes to a natural stop before the end of the assigned time, please conclude the session. **The Q&A part of each book talk will obviously be limited.**
- Conclude the session by thanking the author and pointing the audience to the next session (book title, author, and time).

Authors

- Your book presentation should be brief, concise, and not exceed the time limit. You can use a PowerPoint presentation, if you like. **If you are reading from a script, it should be no more than about 800 words at most.** Feel free to say whatever you think is important for the promotion of your book. Here are some suggestions:
 - briefly introduce the audience to your main argument by emphasising/outlining your contribution to scholarship;
 - give some details on how this project originated and how long it took to be completed;
 - what was the most interesting/intriguing aspect that you looked at during your research?
- In the Q&A make your answers as succinct as possible to allow enough time for the maximum number of questions.