

Final instructions and logistics details

EUROPEAN INTERNATIONAL BUSINESS ACADEMY 41st ANNUAL CONFERENCE & FOURTH DOCTORAL SYMPOSIUM

Tuesday 1st December, 2015, the Pontifical Catholic University of Rio de Janeiro (PUC-Rio), Brazil.

Dear All,

We are delighted that you will be taking part in the fourth Doctoral Symposium at EIBA in on Tuesday 1st December. We are looking forward to bringing you together with one another, and with a range of our colleagues who are experts in the field of International Business and Management. Jeremy Clegg and I have reviewed all of your proposals and we find that they all offer much opportunity for discussion and debate.

You will be presenting your work in sessions, normally in groups of 3. There will be a Convenor/Chair for each panel, and up to two other panellists. The Chairs will lead the discussion.

In preparation for your sessions, we suggest that you prepare presentations that last around 15-20 minutes – it is better if you stick closer to 15 minutes as this increases the time for feedback to you. If you decide to use PowerPoint (or equivalent), this probably means you can do justice to about 5 to 10 slides. The chair of your Panel will stop you at 20 minutes, so that is the upper limit for you.

You are not required to have a PowerPoint (or equivalent) slide presentation. But if you do, please ensure you have 6 copies – in paper form – of your all your slides. This is for your panellists and for the other presenters in your session.

If you prefer to bring handouts and not to do slide presentations, this is also fine – but please, again, bring six copies. You may, equally, rely on no additional aids at all. Stylistic decisions regarding your presentation, except its length, are up to you. Please bring only presentational material that you can cover in 15-20 minutes.

In your presentations, you should clearly summarize your project and offer a succinct review of your progress to date. You should also offer an account of the problems that you face in your research, whether theoretical or empirical, or both.

Please identify key areas in which you feel you particularly need feedback, and share these with your audience clearly during/at the end of your presentation. Keep in mind that attending faculty members may probe any one of these issues further, as well as point out other problems that they see based on your presentation and the proposals you initially submitted to the conference.

The purpose of the Symposium is to offer you helpful advice from experts, and you should expect a collegial but rigorous approach to discussing your work. We believe this is going to be invaluable input as you progress with your PhD studies and future publication plans.

You will have received or will be receiving information about the general logistics of the EIBA Conference itself from the main conference organizers.

The Doctoral Symposium (DS) sessions will be held at **the IAG Business School of the Pontifical Catholic University of Rio de Janeiro (PUC-Rio) Campus**. For details of the business school location, please refer to PRACTICALITIES(<http://eiba2015.iag.puc->

rio.br/?page_id=1486 ;alternatively see end of the document). The final schedule of the Doctoral Symposium **indicates where your session will be held**, and whether it is the morning or afternoon session. – see a separate document. For your convenient, we attach **a map of the rooms** within the business school (end of this document).

Please ensure that you are at your session well before the designated time – we ask that you report to your room 10 minutes before your session is due to begin, in order that any necessary setting up can be completed in advance.

We do hope and trust you will receive valuable feedback from the panellists, as well as from one another, during the Doctoral Symposium, and of course also have an intellectually stimulating – and even fun – time at the main EIBA event. In order that you get the most out of the Doctoral Symposium, we suggest that you come prepared to record your own presentation and the comments of the panellists on your presentations. Please check with the Panel that they are happy with this – but they should be, it is merely a courtesy to ask.

Please do let me know if you have any specific enquiries about the Doctoral Symposium itself, and I will do my best to answer any questions.

Finally, if for any reason you are not able to take up your place at the Symposium, do let us know as soon as you can.

With very best wishes

Elizabeth and Jeremy

PRACTICALITIES

The phone number of the front desk of the PUC-Rio's IAG Business School is +55 21 2138 9200 or +55 21 2138-9201. (Note that English may not be spoken by the attendant, but he/she will redirect you to an English-speaking person of the staff)

The building where the conference will be held is the IAG Business School, which is in front of the campus church.

There are two entrances to the PUC-Rio campus. The official one is on “Marques de Sao Vicente” street, number 225 — just for pedestrians. The other one is on “Padre Leonel Franca” street — and cars are allowed in there.

If you are arriving by taxi, you can ask the driver to go into the campus by taking the entrance on “Padre Leonel Franca” street. Or else, it is just a 5-minute walk from either of the two entrances.

