Guidelines for Papers in our Fellows’ Lunch

1.) Start your talk with a clear introduction in which you briefly define the thematic horizon and/or the research discourse against which your subject will be dealt with.

2.) Let this introduction lead to a clear, explicitly formulated question or to several related questions.

3.) The method and the sources to be investigated arise from these questions.

4.) In the main part you examine the sources according to your leading question and the method.

5.) A conclusion yields at least one clear thesis or a clear summary of the observations or arguments.

6.) In our Fellows’ Lunch you may also end with questions to the audience to facilitate the discussion. For a more professional conference, however, this is not appropriate.

Please note some additional guidance:

7.) Please pay attention to the time schedule. We normally calculate about 100 words per minute (30 minutes = 3.000-3.500 words). This can vary slightly depending on your speaking rate and the language spoken. But rather speak 1 minute less than 5 minutes too long. Trying to shorten the text during your talk will lead to nervousness, which you can easily avoid.

8.) Please make sources, especially ones that are not well known, clearly accessible to the audience in order to enable a real discussion.

9.) Please bear in mind that what is spoken and visually supported can be understood much better than what is simply spoken.

10.) A reading session may be structured differently; ideally, the text and the project are briefly introduced, then the text material is presented and questions to the text are provided.