

# ALT-C 2006: Guidelines for Presenters

## Thank you for presenting a paper at ALT-C.

We have drawn up these guidelines to help you and your audience get the most out of your session.

### Uploading your presentation to the web site

Please login to the Paper Submission System at

<https://www.alt.ac.uk/pss/index.php?command=sign-in>

- and use the link on the left hand side to upload your presentation file (max 4Mb).

## A. General presentation guidance

Regarding the use of visual aids (PowerPoint, etc), we ask you to consider that “less is usually more”. If you use presentation technology, you are unlikely to need more than one “screen” for every two minutes of presentation: e.g. 7 or 8 slides in the case of a Short Paper and 10-15 slides for a Research Paper. All of them should be essential and interesting. Please remember that your audience will be seeing many presentations during the course of the conference, and that those made without (or with only limited use of) presentation technology can be extremely refreshing. You might find the following resources helpful.

JISC JTAP project on the Application of Presentation Technologies in UK Higher Education:

<http://www2.umist.ac.uk/isd/lwt/apt/>, although the guidance here is now showing its age.

PowerPoint Usability – Q&A with Donald Norman: [http://sociablemedia.com/articles\\_norman.htm](http://sociablemedia.com/articles_norman.htm).

Norman is an expert on usability, and approaches the topic from the point of view of the people who will be using your presentation: your audience!

Secrets of a 'PowerPoint Virtuoso' – Q&A with Lawrence Lessig:

[http://sociablemedia.com/articles\\_lessig.htm](http://sociablemedia.com/articles_lessig.htm).

PowerPoint: shot with its own bullets, by Peter Norvig, who is Google's Director of Research:

<http://www.norvig.com/lancet.html>, and its excellent accompanying PowerPoint version of the

Gettysburg Address: <http://www.norvig.com/Gettysburg/index.htm>.

## B. Research Paper and Short Paper sessions

Session Chairs will facilitate the discussion in each session that they chair. **Sessions last 60 or 90 minutes.** In general a Short Paper session consists of two or three stand-alone papers, whilst a Research Paper session consists of two papers.

Chairs will seek common (or indeed antithetical) themes between papers and help to draw them out through questioning presenters and steering or guiding audience discussion, where appropriate.

### Please follow this approach to give your sessions the best chance of success.

1. All presenters should be in the room 10–15 minutes before the session starts. Identify the session Chair and make yourself known to them.
2. Presenters are encouraged to note and read the abstracts or full texts of the other papers that will be presented in their session. Try to identify common themes between your paper and the other papers in the session.
3. Before the session starts, the Chair will gather the lead presenters together to explain the process of discussion. You will be kept to time out of necessity. Please be considerate of other presenters.
4. At the start of each session Chairs will remind the audience of the theme of the session and of the titles of papers and names of presenters in each session. They will draw attention to the apparent complementarity of the papers.
5. Presentations are limited to **15 minutes for Short Papers** plus 5 minutes for questions, and **20 minutes for Research Papers** with 5 to 10 minutes for questions.

## **C. Symposia**

A symposium involves a panel of presenters (maximum four) who facilitate debate around a key theme. Debate and interaction with the audience is essential; this should not be a series of presentations followed by some time for questions; the panel must work together on a theme and pose issues for debate. Panel members may choose to defend or argue against a position, theory, model or concept; highlight areas of uncertainties; or offer different interpretations of well-known studies and their results etc. This is likely to work well where one or two panel members take one position or viewpoint and the other panel members argues against that position. A key outcome of a symposium should be that an area of knowledge has been redefined or that new understandings have emerged.

Each symposium should have a panel leader who will steer the panel and the way the symposium will be organised. In addition, the session Chair will:

- briefly introduce the audience to the title/topic of the symposia and the panel presenters;
- work with the panel leader to facilitate interaction between the audience and the panel (how chairs do this may be negotiated with each panel leader);
- ensure the panel does not overrun the 90 minute slot;
- report back to the theme speaker on the outcomes of the session.

## **D. Workshops**

Workshops involve active participation and discussion with the focus on participants being able to develop skills, conceptual understanding or practical ideas for future implementation in their own practice. A presentation followed by a discussion is not a workshop; it is vital that participants have meaningful activities to undertake. A workshop might also take the form of a 'master class' where, for example, an aspect of research or evaluation is dealt with in more depth and might be aimed at 'new' researchers or practitioners.

Each workshop should have a workshop leader who will steer the way the workshop is organised. In addition, the session Chair will:

- briefly introduce the audience to the title/topic of the workshop and the workshop presenters;
- work with the workshop leader to facilitate interaction between the audience and the workshop presenters (how chairs do this may be negotiated with each workshop leader);
- ensure the workshop does not overrun the 90 minute slot;
- report back to the theme speaker on the outcomes of the session.

## **E. Demonstrations**

Demonstrations give an opportunity for participants to engage with practical examples of the use of learning technologies in learning, teaching and assessment. Presenters may demonstrate a range of practical applications (e.g. a VLE, e-assessment application, communication tool; mobile learning device; analysis tool etc) and where appropriate enable delegates to have some "hands-on" time with the application or tool.

The session Chair will:

- introduce each demonstrator and ensure they keep to time;
- facilitate interaction (e.g. questions, discussion or hands-on) between the demonstrator and the audience;
- report back to the theme speaker on the outcomes of the session.

## **F. Posters**

The Posters are located in the concourse area of the James Watt Conference Centre, next to the plenary theatre, exhibition hall and refreshment area. You will be allocated a board labelled with the ID number of your poster. Please try to put up your poster early; it must be on display by 13:00 Tuesday 5 September.

You will be provided with a felt-covered poster board on the wall of the concourse, which is 1.2m x 1.8m in size (orientation: portrait). The felt is suitable for velcro fixings (please bring velcro with you; can also be bought from the campus shop). A wireless Internet connection will be provided - but only if you have requested the wireless voucher. A chair will be provided, and power sockets and tables will be supplied for those who have ordered them (NB: these are limited).

Try to make your poster eye-catching and your headings large, but do not let this distract you from the job in hand, which is to convey meaning to people who look at your poster, which will sometimes need to happen when you are not there to explain! Whilst posters should be self-explanatory and can usefully be accompanied by handouts, presenters will be expected to be available to discuss their work on Wednesday at 14:30. A prize will be awarded to the best poster, as judged by a panel appointed by the Programme Committee, to be presented at the conference dinner on Wednesday.

## **F. Contact details**

If you have any questions about these guidelines please contact the Co-Chair, Ron Oliver ([r.oliver@ecu.edu.au](mailto:r.oliver@ecu.edu.au)) or the Director, Rhonda Riachi ([rriachi@brookes.ac.uk](mailto:rriachi@brookes.ac.uk)).

**[http://www.alt.ac.uk/altc2006/presenter\\_information.html](http://www.alt.ac.uk/altc2006/presenter_information.html)**