

ALT-C 2008: Guidelines for Presenters

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

A. Introduction

Thank you for presenting at ALT-C.

There are a few preliminaries to attend to before the conference. These are:

1. Constructing any slides needed for your event.
2. Uploading your presentation to the conference system – construction and test of the upload facility is in process, and we will email you with details of how to do this in August.
3. Preparing for your event, including interacting with the session chair, who is responsible for running your session.

There are also various guidelines for presenting at the conference, and these are discussed in detail below for the various kinds of events (papers, symposia, workshops, demonstrations) at the conference.

For reference, a *session* contains several papers OR several demonstrations OR one symposium OR one workshop.

Session chairs are (generally) a member of the conference's Programme Committee, and are responsible for the smooth running of sessions, including introducing sessions and presenters, ensuring that time-lines are kept to, helping sequence questions in paper sessions, and wrapping up the session to bring it to a good conclusion for both the presenters and the audience.

B. 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, like PowerPoint, you are unlikely to need more than one slide for every two minutes of presentation: e.g. seven or eight slides in the case of a short paper, and ten or so 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 presentations made without (or with only limited use of) presentation technology can be extremely refreshing. You might find the following resources helpful.

- JISC TechDis guidelines can help ensure that presentations are accessible for both face-to-face and electronic delivery.
See *TechDis Accessibility Essentials 3: Creating Accessible Presentations*,
<http://www.techdis.ac.uk/resources/sites/accessibilityessentials3/index.html>.
- *PowerPoint Usability – Q&A with Donald Norman*: http://sociablemedia.com/articles_norman.htm.
Donald 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.

C. Short and Research Paper Sessions

Session chairs will facilitate the running of sessions and audience discussion.

Short papers presentations last 15 minutes, and are followed by 5 minutes for questions.

Research paper presentations last 20 minutes, and are followed by 10 minutes for questions.

In general, a short paper session consists of three or four papers, and a research paper session consists of two or three papers. This year sessions typically contain related papers from a given conference theme.

Session chairs will seek common (or indeed antithetical) themes between papers and help to draw themes out through questions to presenters, and via steering or guiding audience discussion, as appropriate.

Before the conference

1. 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. These common themes may well appear in questions from the chair and audience, and it is well to be prepared for them.
2. Session chairs will email you before the conference asking for materials for your session (e.g. slides, any changed institutional affiliations, and any introductory material that may be helpful).
3. Your chair **may** also request a (UK to UK) telephone conversation with you. Please accommodate that if at all possible.
4. You may also wish to supply the session chair with one or more follow-up questions for your presentation, but there is no guarantee that any of these questions will be asked by the chair if no other questions are forthcoming from the audience. The chair may use other questions of his or her own invention to start post-presentation questions and to encourage discussion.
5. **Presenters must make sure that any slides to be used are taken to the conference in an electronic form**, e.g. on a USB memory stick. We recommend that slides are held both a memory stick and on a backup provided via a web-accessible email account. (Please note that taking slides to the conference is not the responsibility of the session chair.)
6. **Please practice your presentation, as many times as needed, with any slides you will be using, in front of colleagues.** Doing this makes for a much smoother presentation.

At the conference:

1. All presenters should be in the session room 15 minutes before the session starts, and remain in the room for the whole session. This will allow some interaction with the session chair before the session, and allow for any end of session activities, questions and comments to involve all session presenters.
2. Identify the session chair and make yourself known to him or her.
3. In the 15 minutes before the session starts, the chair will gather the lead presenters together to explain the session process, including time prompts and the process of discussion. You will be kept to time out of necessity. Please be considerate of other presenters' time slots.
4. If time allows, the session chair may use the pre-session discussion with the presenters to invite presenter comment on the session as a whole.

5. Presenters will need to load their slides onto the projection computer. There will be an IT helper to assist with this if any difficulties are encountered.
6. At the start of each session chairs will remind the audience of the name and theme of the session, and of the titles of papers and names of presenters in each session. They will very briefly draw attention to the apparent complementarity of the papers.
7. The chairs will re-introduce each speaker and title before each presentation, and elicit and sequence questions for the presenter after each presentation.
8. Presentations are limited to **15 minutes for Short Papers** plus 5 minutes for questions, and **20 minutes for Research Papers** with 10 minutes for questions. Chairs will be very strong in handling time over-runs.
9. Chairs will bring the whole session to a close.

D. Symposia

A symposium involves a panel of presenters (maximum four) who debate a key theme. There is only one symposium per session.

A symposium is 90 minutes long.

Session chairs will facilitate the running of each symposium they chair, but the symposium panel is expected to appoint a panel leader who will run most of the symposium.

Debate and interaction with the audience is essential; a symposium 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 with the participant 'audience'.

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 argue 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.

While each symposium will have a session chair in attendance, each set of symposium organisers should appoint a panel leader.

Before the conference

The panel leader is responsible for

1. Creating a timetable for the entire 90 minute session, with times for each speaker and for audience interaction, being careful to design in plenty of audience interaction.
2. **Making sure that any slides to be used are taken to the conference in an electronic form**, e.g. on a USB memory stick. We recommend that slides are held both a memory stick and on a backup provided via a web-accessible email account. (Please note that taking slides to the conference is not the responsibility of the session chair.)
Within this we recommend that panels should not be fully reliant on slides, since an over-reliance on slides may stifle the process of audience participation.
3. Informing the ALT office of their name, email address, and contribution number (email to victoria.watson@alt.ac.uk please)

The session chair will contact the panel leader before the conference:

1. Your session chair will email the panel leaders before the conference asking for materials for the symposium (e.g. timetable for the symposium, any slides, any changes in institutional affiliation, and any other introductory material that may be helpful).
2. The chair may request a (UK to UK only) telephone call with the panel leader to discuss the symposium and its content ahead of the conference.

At the conference:

1. All panel members should be in the session room 15 minutes before the session starts, and remain in the room for the whole session. This will allow some interaction with the session chair before the session, and allow for end session activities, questions and comments to involve all panel members.
2. Identify the session chair and make yourselves known to him or her.

3. In the 15 minutes before the session starts, the chair will gather the panel together and ask the panel leader to explain the session timetable for the benefit of the chair and other panel members. During the symposium you will be kept to time by the session chair out of necessity.
4. If time allows, the session chair may use the pre-session discussion with the panel to invite panel comment on the session as a whole.
5. The panel leader will need to load any slides for the session onto the projection computer. There will be an IT helper to assist if there are any difficulties with this process.
6. At the start of each session chairs will remind the audience of the title of the symposium and of the names and affiliations of panellists.
7. Symposia are limited to **90 minutes**.
8. The panel leader will be responsible for eliciting and sequencing questions and participation from the audience, but may optionally hand this task over to the session chair before the session. Whatever is agreed before the session will need to be stuck to during the session. Thus if the panel leader wants to handle audience questions and discussion, then the chair will stay out of that process, and vice versa.
9. The chair will take responsibility for time reminders for individual panellists, for the whole session, and for wrapping up comments to the session.

E. 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. This year just a few workshops have a computer-based component, often they're run without the use of computers.

There is only one workshop per session. **Workshops are 90 minutes long.**

Session chairs will help facilitate the running of each workshop they chair, but the workshop will have a leader who is expected to run most of the workshop. If the workshop is organised by more than one person, they should appoint a workshop leader.

Please note that a presentation followed by a discussion is not a workshop; it is vital that participants have meaningful activities to undertake. In this, 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 researchers or practitioners.

Before the conference

The workshop leader (or sole organiser/facilitator) is responsible for

1. Creating a timetable for the entire 90 minute session, with times for spoken material (introductions, and introductions to participant activities), for participant activities, and for closing questions and activities.
2. **Making sure that any slides and other (e.g. printed) materials are taken to the conference.** For slides we recommend a USB memory stick with a backup provided via a web-accessible email account. (This is not the responsibility of the session chair.)
3. Informing the ALT office of the leader's name, email address and contribution number (to victoria.watson@alt.ac.uk please) **IF** there is more than one workshop organiser.

The session chair will contact the workshop leader (or sole organiser) before the conference thus:

1. The session chair will email the workshop leader before the conference asking for materials for the workshop (e.g. timetable for the workshop, any slides, current institutional affiliation, and any introductory material that may be helpful).
2. The chair may request a (UK to UK only) telephone call with the workshop leader to discuss the symposium and its content ahead of the conference.

At the conference

1. All workshop organisers should be in the session room 15 minutes before the workshop starts, and remain in the room for the whole workshop.
2. Identify the session chair and make yourselves known to him or her.
3. In the 15 minutes before the session starts, the chair will gather the workshop organisers together and ask the workshop leader to explain the workshop timetable. During the workshop you will be kept to the 90 minute time by the session chair out of necessity.
4. If time allows, the session chair may use the pre-session discussion with the workshop organisers to invite organiser comment on the session as a whole.
5. At the start of the session the chair will remind the audience of the title of the workshop and of the names and affiliations of organisers.
6. At the beginning of the workshop the organisers should ask participants to identify themselves, their organisational affiliations, and what the participants hope to get out of the workshop.

7. Workshops are limited to **90 minutes**. The chair will take responsibility for time reminders for the whole session and for wrapping up comments to the session.
8. Specifically the in-workshop timeline is the responsibility of the workshop leader together with any other session organisers, and may/should be deviated from as special circumstances arise.
9. The session chair will participate in the workshop as an ordinary participant, but may act as a participant voice and raise any matters that arise quietly and discretely with one or more of the organisers.
10. The session chair will remind the workshop organiser(s) of time passing half way through and near the end of the workshop.
11. The workshop will be brought to conclusion by the workshop organiser(s). It is important to thank participants for contributing to the workshop and, wherever possible, have them leave feeling good about their workshop experience.

F. Demonstrations

Demonstrations give an opportunity for participants to engage with practical examples of the use of learning technologies in learning, teaching and assessment.

There are two or three demonstrations per session. Session chairs will facilitate the running of each demonstration session they chair. **Individual demonstrations are 30 minutes in length, including audience questions**, and demonstration sessions are therefore either 60 or 90 minutes long.

Presenters may be demonstrating a range of practical applications (e.g. a VLE, e-assessment application, communication tool; mobile learning device; analysis tool etc).

Some presenters asked for hands-on facilities for all demonstration attendees. This will enable attendees to have some "hands-on" time with the application or tool. However, please remember that 30 minutes is not that long, and it may take attendees a while to reach a productive state due to almost inevitable problems with log-ins etc. Consequently even if hands-on facilities were asked for we advise some degree of caution in what attendees are asked to do. A dry run with colleagues not familiar with the demonstration software is a good idea to ascertain just what may be possible.

We are sorry, but no more hands-on facilities can be provided at this stage. This is because the conference demonstration programme is very full and the demonstration room is already fully booked.

Before the conference

If there is more than one presenter, please choose a lead presenter. The lead presenter is responsible for

1. Creating a timetable for the entire 30 minute demonstration, with times for spoken material (introductions, and introductions to any participant activities), for demonstration and any participant activities, and for closing questions.
2. Organising a dry run demonstration to check these times and their feasibility.
3. **Making sure that all materials including any slides and any other materials (e.g. printed materials) are taken to the conference.** For slides we recommend both a USB stick and a backup via a web-accessible email account. (This is not the responsibility of the session chair.)
4. Informing the ALT office of their name, email address, and contribution number (to victoria.watson@alt.ac.uk please) **IF** there is more than one demonstration presenter.

The chair will contact the lead presenter (or the sole presenter) before the conference thus:

1. Session chairs will email before the conference asking for materials for the demonstration (e.g. a timetable for the demonstration, any slides, any changes in current institutional affiliation, and any introductory material that may be helpful).
2. The chair may request a (UK to UK) telephone call with the panel leader to discuss the workshop and its content ahead of the conference.

At the conference:

1. All demonstration presenters should be in the session room 15 minutes before the session starts, and remain in the room until the session has finished. Remaining to the end of the session will allow the demonstration audience to make contact after the demonstration session should they so desire, and is often a useful source for future users of the demonstrated software.
2. Identify the session chair and make yourselves known to him or her.
3. In the 15 minutes before the session starts, the chair will gather the demonstration presenters together and remind presenters of the time limit. During your demonstration you will be kept to

overall 30 minute demonstration time by the session chair out of necessity.

4. At the start of each session chairs will remind the audience of the titles of the demonstrations and of the names and affiliations of presenters for each demonstration.
5. The chair will provide title and presenter introductions for each demonstration in the session, time reminders.
6. Presenters will take responsibility for eliciting questions and ensuring audience participation.
7. The chair will wrap up the session.

G. Posters

The Posters are located in the area called Sports Hall 1 of the University of Leeds Conference Centre, known as *Universally Leeds*.

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 9 September.

You will be provided with a felt-covered poster board which is 1m wide and 2m high in size.

Your poster can be AO portrait (841mm wide x 1189 mm high) or A1 portrait or landscape (594 mm x 841 mm). The felt is suitable for velcro fixings (**please bring velcro fixings with you**, these can be found at most stationers).

We regret we cannot provide tables or power sockets in this area for poster-related purposes.

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. This will sometimes need to happen when you are not there to explain!

Whilst posters should be self-explanatory they can usefully be accompanied by handouts. Lunch for poster presenters will be available from 12.30 on Wednesday.

Presenters will be expected to be available next to their posters to discuss their work on Wednesday, 11th September between 13.00 to 14.00. That is a suitable time to have handouts on hand.

For health and safety reasons at the conference venue we very much doubt that handouts can be left on the floor besides posters, but it may be possible to leave them in a slim vertical holder velcroed to the base of the poster display board. Please contact victoria.watson@alt.ac.uk to check on this if this is your intent, and we will in turn check with the conference venue.

A prize will be awarded to the best poster, as judged by a free vote of all delegates, to be presented at the conference dinner on Wednesday.

H. Contact and document details

If you have any questions about these guidelines please contact either Mark van Harmelen, ALT Director of Development (mark.van.harmelen@alt.ac.uk) or Marion Samler, ALT Director of Operations (marion.samler@alt.ac.uk).

This document is available at:

http://www.alt.ac.uk/altc2008/presenter_information.html

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1 August 2008