

# ALT-C 2012: Guidelines for Short Presentations (PechaKuchas)

These guidelines are to help you and your audience get the most out of your session. Note that these apply to Short Presentations (PechaKuchas) only and that the guidelines for Short Papers, Proceedings Papers, Workshops, Symposia, Demonstrations and Hybrids are not covered in this document – they are found at <http://www.alt.ac.uk/alt-conference/alt-c-2012/guidelines-presenters>

A PechaKucha (PK) is a “presentation” of no more than 9 “slides” in Powerpoint or a web-based equivalent such as Slideshare, Google Docs, or Slide Rocker, for which we will require a URL, which should contain the 3 number ID of your session (see below).

In addition, an optional hand out can be supplied alongside the presentation. This should be no longer than 2 sides. If you do not wish to send it to us it should be linkable from the same URL.

The 1 or 2 files will be available online to be publically viewed by delegates and non-delegates for the duration of the conference, available to those who use their own devices to access the ALT site.

Neither file should be larger than **2MB**.

All files (or the URL of the web based equivalent) should be emailed to [Anna.Davidge@alt.ac.uk](mailto:Anna.Davidge@alt.ac.uk) by 5pm on Tuesday 4<sup>th</sup> September. The “subject” of the email should contain the word PechaKucha and the **numeric ID** that was assigned to you when you submitted the proposal (typically a number in the range 1-311 such as 156). This is what the paper will be referred to in the conference programme etc. Presentations not sent by then or unidentifiable will not be available to delegates or non delegates and thus will miss the opportunity of being seen.

This is a busy time for ALT and so, if multiple versions are sent, we do not guarantee to use the correct one. It would be of considerable help if the filenames were also easy and contained the same information (for example: if your ID is 156 then the files are best as PK156ppt and PK156handout). To attach the ID of a session to a URL you may need to use a shortening service that permits custom aliases. (TinyURL - <http://tinyurl.com/> does this.)

In the unlikely event of you finding yourself unable to present through illness, unavoidable travel delay, industrial action or a combination of these and other factors, please contact [admin@alt.ac.uk](mailto:admin@alt.ac.uk) up to Sept 8 and thereafter ring the conference help desk on **0161 306 4098**

If you have any questions about these guidelines please contact Anna Davidge ([Anna.Davidge@alt.ac.uk](mailto:Anna.Davidge@alt.ac.uk)) at ALT.

## **Presentation in PechaKucha (PK) type format:**

A slot will have been allocated to you as part of the programme to deliver the presentation. These will all be in Room 2.220. Your presentation will be loaded onto a PC which will play the (up to 9) screens, moving on at 45 second intervals. There will then be 2.5 minutes for up to 2 questions. (In its standard form PechaKucha is up to 20 overheads at 20 second intervals (20\*20) but the Programme Committee feel that 9 \* 45 is more appropriate in the ALT-C context). If there are fewer than 9 screens then the resulting saved time can be used for more questions if they be forthcoming. A web-based equivalent of this using, say, Slideshare, Google Docs, or Slide Rocket will be acceptable (indeed preferable), provided this has been set to process at 45 second intervals.

Your slot can be found in the timetable which is at <http://www.alt.ac.uk/alt-conference/alt-c-2012/programme>

2.220 will be equipped for and dedicated to PechaKuchas for the Tuesday and Wednesday morning of the conference – i.e. 11th and 12th September.

It is important that each “slide” is capable of being “talked to” in 45 seconds and that you have rehearsed your presentation so that it fits in with the enforced time regime. You may wish to bring copies of your handout.

For a reference to the PechaKucha format see [http://en.wikipedia.org/wiki/Pecha\\_Kucha](http://en.wikipedia.org/wiki/Pecha_Kucha)

It is not compulsory to have a handout. Even if you provide one electronically it is not compulsory to have physical copies – you can refer participants to the URL and many if not all will have access through their own devices.

2011 was the first year of PechaKuchas and they were received very well. All the literature points to it being a good experience for both audience and presenter, provided that the key messages get across and the presentation is well rehearsed. It really is a case of having to put more effort into the shorter style of presentation than you would have done into a longer one.

There will be two prizes for the best PechaKuchas. One will be awarded for the best actual presentation and the other for the best overall material. Voting will be organised at the conference and prizes will be awarded at the Gala Dinner on Wednesday 12<sup>th</sup> September.

If you do not send a presentation by the deadline you will not be considered for the best PechaKucha awards. If no handout is sent we shall assume that there is not one.

PKs and their associated handouts will go into or be linked from the ALT repository unless you specifically request that this be not the case.