ALT-C 2012: Guidelines for Presenters (Workshops, Symposia, Short papers, Proceedings papers, Demonstrations and Hybrids)

We have drawn up these guidelines to help you and your audience get the most out of your session. Note that the Short Presentation (PechaKucha) guidelines are not covered in this document – they are found at http://www.alt.ac.uk/alt-conference/alt-c-2012/guidelines-presenters

Introduction

Thank you for presenting at ALT-C 2012.

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

1. Preparing any slides needed for your event.

2. Uploading your presentation to CrowdVine.

3. Preparing for your session, including liaising, through CrowdVine, with the session chair, who is responsible for running your session, and who will be in contact with you if you do not contact her or him yourself.

Guidelines for presenting at the conference are discussed in detail below for the various session types (papers, symposia, workshops, demonstrations, hybrids).

For reference, a *session* usually contains more than one paper OR more than one demonstration OR one symposium OR one workshop OR one hybrid.

Session chairs are normally members of the conference's Programme Committee or other volunteers, and are responsible for the smooth running of sessions, including introducing sessions and presenters, ensuring that contributors keep to time, helping sequence questions in paper sessions, and wrapping up the session to bring it to a good conclusion for both the presenter and the audience. The chair of your session will be given on a later version of the programme. You can access the latest version at:

http://www.alt.ac.uk/alt-conference/alt-c-2012/programme

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 up to Sept 9 and thereafter ring the conference help desk on **0161 306 40 98**

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

A. Uploading your presentation to CrowdVine

CrowdVine is the networking site for ALT-C 2012. Its URL is http://altc2012.alt.ac.uk/.

Some of you have already got accounts on CrowdVine, and, by the end of August, all conference delegates will be given active encouragement to create accounts.

There are two helpful things that you can do to help other delegates to get the most out of your session and attract a wider audience.

Firstly, please use the "Timetable" tab to find your session on CrowdVine and sign up to attend it. Please encourage fellow presenters to do likewise.

Secondly, if and when you have a PowerPoint or other presentation to share with conference participants, please upload it to CrowdVine as a comment to the session in which you are presenting. If you do this, please include in the covering note to the upload a clear reference to the **number** of your presentation. This is typically a 2 or 3 digit number and is the unique ID by which your presentation has been identified throughout the submission, reviewing and other processes.

For obvious reasons it is best to avoid uploading large files – say over 10 MB.

As an alternative you may wish to consider pointing instead to a URL elsewhere that contains your presentation.

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, such as PowerPoint, you are unlikely to need more than one slide for every two minutes of presentation: e.g. about six slides in the case of a short paper, and ten or so slides for a proceedings 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.jisctechdis.ac.uk/AccessibilityEssentials/2003/AE3/index.html

Donald Norman: In defence of PowerPoint
http://www.jnd.org/dn.mss/in_defense_of_powerp.html

Larry Lessig's Unique PowerPoint Technique:

http://columbiapsa.blogspot.co.uk/2009/01/larry-lessigs-unique-powerpoint.html

C. Short and Proceedings Paper Sessions

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

Short paper presentations last no more than 12 minutes, and are followed by 8 minutes for questions.

Proceedings paper presentations last no more than 20 minutes, and are followed by 10 minutes for questions.

In general, a short paper session consists of three or four papers, and a proceedings paper session consists of two or three papers. Sessions typically contain related papers from a given conference theme but this is not always the case.

Session chairs will seek common or contrasting ideas between papers and help to draw these out through questions to presenters, and by 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 or contrasting ideas 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 contact you before the conference asking for materials for your session (e.g. slides not on CrowdVine, 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 choosing in order 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 on a memory stick and on a backup provided by 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 5 minutes before the session starts (unless there is a previous session “in residence” when alternative meeting arrangements will be made), and normally will 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 5-10 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, doing unto others as you would be done by.

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. If you encounter any IT difficulties please call the conference help desk on **0161 306 40 98**

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 **12 minutes for Short Papers** plus 8 minutes for questions, and no more than **20 minutes for Proceedings and Long 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 (usually no more than four) who debate a key theme. There is only one symposium per session.

A symposium is 60 minutes long unless agreed and specified otherwise.

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 uncertainty; 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 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 on a memory stick and on a backup provided by a web-accessible email account. (Please note that taking slides to the conference is not the responsibility of the session chair.) *NB We recommend that panels should not rely overly on slides, since this is liable to stifle audience participation.*

3. **IF** the panel leader is not the main presenter (to whom this has been sent) then informing John Slater (john.slater@alt.ac.uk) of the panel leader's name, email address, and contribution number by no later than 1700 on 5th Sept.

4. Your session chair will contact the panel leader 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).

5. 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 5 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 5-10 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 **60 minutes** unless specified otherwise.

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, **if agreed 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 some workshops have a computer-based component, often they are run without the use of computers. The number of participants in a popular workshop can be large (as many as 100 people), creating interesting challenges for presenters.

There is only one workshop per session. **Workshops are 60 minutes long unless agreed and specified**.

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. 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.

Before the conference

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

1. Creating a timetable for the entire session, with times for spoken material (introductions, and introductions to participant activities), for participant activities, and for closing questions and activities, taking account of the potential for a large number of participants being present.

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. **IF** the workshop leader is not the main submitter (to whom this has been sent) then informing John Slater (john.slater@alt.ac.uk) of the workshop leader's name, email address, and contribution number by no later than 1700 on 5th Sept.

4. Your session chair will contact the workshop leader before the conference asking for materials for the workshop (e.g. timetable for the workshop, any slides, any changes in institutional affiliation, and any other introductory material that may be helpful).

5. The chair **may** request a (UK to UK only) telephone call with the workshop leader to discuss the workshop and its content ahead of the conference.

At the conference

1. All workshop organisers should be in the session room 5 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 5-10 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 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. Some workshops require attendees to bring a laptop or other device for connection to the internet. Time should be allowed for making these connections although good wi-fi will be available for any scheduled workshop.

7. Workshops are limited to 60 minutes unless otherwise specified in the programme. The chair will take responsibility for time reminders for the whole session and for wrapping up comments to the session.

8. 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.

9. The session chair will remind the workshop organiser(s) of time passing half way through and near the end of the workshop.

10. 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 usually two or three demonstrations per session but they can also be in mixed sessions with other styles of presentation. Session chairs will facilitate the running of each demonstration session they chair. **Individual demonstrations are 30 minutes in length, including audience questions unless it has been agreed otherwise.**

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 so that, instead of bringing their own devices and using the internet or other audience participation with their own devices, a suite of computers is supplied. 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 are provided 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. If it is possible to get the audience to perform tasks on their own devices then time will be saved for activities.

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. If you require preloaded software on the provided PCs then you will have identified this in your proposal and you will be contacted before the conference and should respond to any questions and requests promptly. As much as is possible is downloaded well in advance of the session.

5. **IF** the lead presenter is not the submitter (to whom this has been sent) then informing John Slater (john.slater@alt.ac.uk) of the panel leader's name, email address, and contribution number by no later than 1700 on 5th September.

6. Your session chair will contact the lead presenter 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).

7. The chair **may** request a (UK to UK only) telephone call with the lead presenter to discuss the symposium and its content ahead of the conference.

At the conference:

1. All demonstration presenters should be in the session 5 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 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 5-10 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. Hybrids

Hybrids are new in 2012 and give an opportunity for new formats to be tried – perhaps a combination of PechaKuchas and a short Symposium. A timetable for the Hybrid will have been approved in advance and delegates will be aware of the nature of the specific format which should not be varied. We are hoping that these will be very interesting and form the basis for further developing ALT-C formats in future years. Accordingly some hybrids may attract large audiences whereas others may restrict attendance to ensure that the proposed format works effectively.

There is only one hybrid per session. **Hybrids are 60 minutes long unless agreed and specified**.

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

Before the conference

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

1. Creating a timetable for the entire session, with times for spoken material (introductions, and introductions to participant activities), for participant activities, and for closing questions and activities, taking account of the potential for a large number of participants being present.

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. **IF** the hybrid leader is not the main submitter (to whom this has been sent) then informing John Slater (john.slater@alt.ac.uk) of the workshop leader's name, email address, and contribution number by no later than 1700 on 5th Sept.

4. Your session chair will contact the workshop leader before the conference asking for materials for the hybrid (e.g. timetable for the symposium, any slides, any changes in institutional affiliation, and any other introductory material that may be helpful).

5. The chair **may** request a (UK to UK only) telephone call with the hybrid leader to discuss the hybrid and its content ahead of the conference.

At the conference

1. All workshop organisers should be in the session room 5 minutes before the hybrid starts, and remain in the room for the whole hybrid.

2. Identify the session chair and make yourselves known to him or her.

3. In the 5-10 minutes before the session starts, the chair will gather the hybrid organisers together and ask the hybrid leader to explain the hybrid timetable. During the hybrid 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 hybrid 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 hybrid and of the names and affiliations of organisers.

6. Some hybrids require attendees to bring a laptop or other device for connection to the internet. Time should be allowed for making these connections although good wi-fi will be available for any scheduled hybrid.

7. Hybrids are limited to 60 minutes unless otherwise specified in the programme. The chair will take responsibility for time reminders for the whole session and for wrapping up comments to the session.

8. The session chair will participate in the hybrid 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.

9. The session chair will remind the organiser(s) of time passing half way through and near the end of the hybrid.

10. The hybrid will be brought to conclusion by the hybrid organiser(s). It is important to thank participants for contributing to the hybrid and, wherever possible, have them leave feeling good about their experience.

