

ALT-C 2011: Guidelines for ePosters/short presentations

These guidelines are to help you and your audience get the most out of your session. Note that this applies to **ePosters only** and the guidelines for Short Papers, Proceedings Papers, Workshops, Symposia and Demonstrations are not covered in this document – they are to be found at <http://www.alt.ac.uk/alt-conference/alt-c-2011/presenters>

ePosters/Short presentations

This year we are introducing a short presentation or ePoster format. In 2010 we successfully experimented with having electronic versions of posters alongside the traditional physical ones. This year we are taking this to its logical conclusion and not having the physical poster presence but are using an electronic system.

This document is intended as the final one and replaces any earlier versions. However, you should return to this document just before sending off your material to finally check the detail. It can be found at <http://www.alt.ac.uk/alt-conference/alt-c-2011/presenters>

An ePoster is a PDF of a single A0 or A1 poster together with an optional PDF of a single A4 “handout” and an optional “presentation” of no more than 9 “slides” in Powerpoint or a web-based equivalent such as Slideshare, Google Docs, or Slide Rocker, for which will require a URL which should contain the ID of your presentation (see below).

The 1-3 files will be available online to be publically viewed by delegates and non-delegates for the duration of the conference. Some display of ePosters may be made on appropriate devices during the conference but the presentation and handout will be available to those who use their own devices to access the ALT site.

The ePoster PDF must be no larger than **2MB**. If you have a handout then that should also be no larger than **2MB**. The same is true of a Powerpoint presentation.

All files (or the URL of the web based equivalent of any Powerpoint presentation) must be emailed to Anna.Davidge@alt.ac.uk by 5pm on Tuesday 30th August. The “subject” of the email should contain the word **ePoster** and the **numeric ID** that was assigned to you when you submitted the proposal (typically a number in the range 0001-0265 such as 0156). ePosters 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 presentation has the ID 0156, then the files are best sent as ePoster0156pdf and ePoster0156handout and ePoster0156ppt). 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.)

Try to make your ePoster eye-catching and your headings large, but do not let this distract you from the job in hand, which is to convey meaning to the people who look at your ePoster. You will not be there to explain! Following the flow and sections in the abstract may help visitors (Background, Description of approach used, Results, and Conclusion including futures). But you are not restricted to this.

Whilst ePosters should be self-explanatory, they can usefully be accompanied by A4 one-page handouts that delegates can print. We may print a small number of handouts for delegates to collect from a central stand. You can leave advertising material there too.

Presentation in PechaKucha (PK)- type format:

If you have submitted a presentation to go with the ePoster then a short slot will have been allocated to you as part of the programme to deliver the presentation. The presentation will have been preloaded onto a PC which will play the (up to 9) screens, moving on at 45 sec 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 sec intervals (20*20) but the Programme Committee felt that 9 * 45 would be more appropriate for the ALTC 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 provided this has been set to precess at 45 second intervals, but if something goes wrong on initiation then there is likely not to be enough time for your presentation which will thereby be dropped.

This slot can be found in the timetable which is at

<http://www.alt.ac.uk/alt-conference/alt-c-2011/programme-events/timetable>

A room will be equipped and dedicated to ePosters/short presentations for the Tuesday and some of Wednesday morning of the conference – i.e. 6 and 7 September, and we may video some or all of these to make them available on our YouTube Channel after the conference. If we do this with yours we will seek your permission appropriately.

It is important that each “slide” is capable of being “talked to” in 45 secs and that you have rehearsed your presentation so that it fits in with the enforced time regime. A separate display will show the ePoster (statically) and you may wish to bring copies of your handout for the audience.

For a reference to the PK format see http://en.wikipedia.org/wiki/Pecha_Kucha

It is not compulsory to have either a handout or a presentation. Even if you provide a presentation it is not compulsory to deliver it (but if this is the case please will you let us know). If your ePoster is complementary to or accompanies another session such as a demonstration or a short paper, then it is likely to be best **not** to deliver a short presentation. But overall we believe that the short presentations will be an interesting and valuable new format for ALT-C and depending on the success of it in 2011, we expect to extend this approach in future years. The literature points to it being a good experience for audience and presenter provided the key messages are got 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.

If you do not send a presentation by the deadline we shall assume that there is not one and “deschedule” the session. Similarly if there is no handout sent we shall assume that there is not one.

Voting for the best ePoster will take place on Wed 7th Sept and will finish at 15.00 to allow us to analyse the response and make awards at the gala buffet dinner on that evening.

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

Prizes

There will be two prizes this year. A prize will be awarded on the basis of votes from delegates and non delegates on the best ePoster. Voting will be electronic. A separate prize will be awarded for the best ePoster presentation as delivered. This will be awarded by a small panel. No one ePoster will win both prizes.

Version 2 last updated 19 August 2011