

GUIDELINES for PRESENTERS and CHAIRS

EARLI SIG 6 & 7 Conference 2022

Regular Paper presentation and Nor-or-not-perfect data presentation

A paper session – as well as a nor-or-not perfect data session – consists of 3-4 conceptually linked papers. **Regular Paper** presentations will be scheduled for 20 minutes: 15 minutes presentation and 5 minutes discussion. **Nor-or-not-perfect data** presentation will be scheduled for 20 minutes: 10 minutes presentations and 10 minutes discussion. The audience is encouraged to contribute to the discussion with questions.

- **For the presenter**

Please be on time for your presentation. Make sure you are present at least 10 minutes before the session starts, to upload your presentation on the computer. We suggest that you use the provided computer equipment, because switching between computers (e. g. using your own private laptop) will take up valuable time from your presentation and can possibly cause delays. We encourage you to save your presentations also in PDF format to avoid any presentation flaws of the content, especially if presenting on a different computer.

- **For the session chair**

The main task of the chair is to moderate a session in such a way that presenters and audience can benefit from each other in an optimal way. In general, the chair opens and closes a session and gives the floor to the presenters according to the planned programme. The following steps can help you fulfil this task:

- When possible, arrive at the meeting room about 10 minutes prior to the start of the session. If you encounter problems, you should immediately alert the conference organizers.

- Make sure that at the start of the session all presentations are saved on the computer and are ready to use.
- Monitor the time in order to give each presenter a fair opportunity for discussion. Allow maximum of 20 minutes for the presentation. Alert the speaker before allotted presentation time is up. Communicate your time signals to the presenter before the session starts.

Poster Presentation

All the posters are grouped into one session that will take place in the main hall. The participants will be invited to go around the posters and discuss with the presenters.

- For the presenter

The standard format of the physical poster to be displayed at the conference is ISO A0 (84.1cm x 118.9cm) in portrait format. It is your own responsibility to display your poster prior to the session. Pins will be provided for placing your poster on the poster walls. Please be on time for your presentation next to your poster. It is recommended that you bring a number of small copies / hand-outs of the poster (or the extended summary) with you. We suggest you to prepare brief verbal presentations (max. 3 minutes) of the presented posters when the audience will individually walk around the posters to discuss with you. Your main job during the in-depth discussion is to supplement the information already displayed on the poster.

Demonstration Sessions

The demonstration session is scheduled for 60 minutes. Demonstrations are grouped into one session of 4 demos. Presenters have 5 minutes to briefly present the tools and then the audience is invited to test the tools and software.

- For the presenter

Prepare a short presentation (5 minutes) of your tools/software. It is your own responsibility to arrange your computers and devices at your assigned workstation to allow interested people to try out the instruments you are presenting.

Symposia

Symposium consists of 3 or 4 related papers, that will be finally commented by a discussant. The symposium session lasts 90 minutes.

- **For the presenter**

Presenters have 15 minutes to present their single contributions, and 10 minutes are left for the discussant intervention. Please be on time for your presentation. Make sure you are present at least 10 minutes before the session starts, to upload your presentation on the computer. We suggest that you use the provided computer equipment, because switching between computers (e. g. using your own private laptop) will take up valuable time from your presentation and can possibly cause delays. We encourage you to save your presentations also in PDF format to avoid any presentation flaws of the content, especially if presenting on a different computer.

- **For the session chair**

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