Instructions for Presenters

SYMPOSIA

Symposia provide an opportunity to present research on one topic, often from multiple perspectives, compiling a coherent set of papers for discussion. Symposia sessions are directed by a chair, involving 3 – 4 presenters and one discussant. A symposium is scheduled for 90 minutes. We suggest to allow 15 minutes per speaker, 10 minutes for the discussant, and 20 minutes for open discussion.

But symposia organizers are free to manage the 90 minutes in a different way. We just recommended them to provide contributors with clear instructions beforehand so that they can prepare to fit the symposium format.

Room set-up: A computer, digital projector, and internet access will be provided in each room.
PAPER SESSIONS

Paper sessions consist of 3-4 paper presentations and last 90 minutes. Each presenter will be given 15 minutes presentation time, followed by 5 minutes for questions. At the end of all presentations, there is a ten-minute open discussion.

Room set-up: A computer, digital projector, and internet access will be provided in each room.

POSTER PRESENTATIONS

The dedicated session will allow each poster enough time and space to be seen. The poster sessions offer presenters the opportunity for interaction and discussion with the audience. The presenters of the posters are expected to be at their poster for the whole poster session to get in contact with their interested audience.

Room set-up: Poster boards and materials for fixing to the board will be provided. Please bring posters in A0 format.

Additional advice: Posters provide a great starting point for discussion about your work with interested and knowledgeable researchers. A good poster focuses on a concise, often single, key message. Graphs and images tell the story rather than text. A good poster keeps its sequence well-ordered and obvious.

ICT DEMONSTRATIONS

ICT Demonstrations allow presenters to display, explain and familiarize users with a potentially useful teaching or research tool or method. The presentation may include references to completed research, but the point of the session is to demonstrate the tool, not present the research for criticism. The audience may offer their viewpoints and share their experiences with similar tools or different tools for the same purpose. Sessions of ICT demonstrations are scheduled for 90 minutes, comprising two presentations, each one taking the floor for 45 minutes.

Room set-up: Computer, digital projector and internet access. We have no computer lab but most people will have their own computer.

Additional advice: Let the organizing committee know if you need any kind of special equipment or facilities.