



ASSOCIATION
FOR LEARNING
TECHNOLOGY



Guidelines for Presenters and Session Chairs

Thank you for being a presenter and/or session chair for OER16: Open Culture!

Please make sure to read these guidelines carefully: the success of the conference depends a lot on active and lively sessions and fair chairing. We have drawn up these guidelines to help you and your audience get the most out of your session. They can also be found at <http://go.alt.ac.uk/OER16-PresenterChair-Guide>.

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Guidelines for Presenters

About Presentation Formats

Type	Duration	Format
Presentations	15 minutes	These will normally take the form of a 10 minute presentation followed by 5 minutes for questions.
Lightning talks	5 minutes	The title says it all.
Workshops and other long sessions	60 minutes	These may follow a variety of formats. We are especially interested in innovative, interactive and creative session formats.
Posters	-	Posters will be displayed in the main exhibition and catering area throughout the conference.

Before the Conference

Designing the content and format of your presentation

The content and format of your presentation should be as close as possible to the abstract, taking into account any requests and recommendations made by the reviewers. When designing your session, have the abstract at hand. We recognise that your knowledge and/or thinking may have moved on in the meantime, but bear in mind that your audience will have chosen to attend your session on the basis of what you wrote in the abstract.

Preparing your presentation and other visual aids

- ◇ Your audience will be seeing many presentations during the course of the conference. Talks given with only limited use of presentation technology (or even with no technology at all) can be extremely refreshing.
- ◇ If you use presentation technology, please adopt the principle that 'less is more'. As Mark Gamble from the University of Bedfordshire pointed in an ALT-MEMBERS discussion thread on PowerPoint, a visual aid should be 'an aid to the audience, [not] an aid to remembering what you're going to say next.' Aim for one slide for every two minutes of presentation: i.e. about six slides in a standard paper. Keep bullets to a minimum, and use images (preferably with compatible Creative Commons licences) to communicate conceptual information.
- ◇ Think carefully before printing supporting materials such as handouts of your slides or copies of your research paper. Your presentation will have a dedicated page on the conference platform, and so you can give people ready access to digital copies.
- ◇ Please practise your presentation as many times as you need, with all your visual aids (including audio/video clips), preferably in front of colleagues. This will make for a smoother presentation which is more likely to keep to time (and thus less likely to be cut short by the chair). It's also a good idea to invite colleagues who are unfamiliar with your work to your practice session. They'll be able to help you refine the content; for example, to remove extraneous material or to explain obscure terms.

- ◇ It is your responsibility to take your slideshow to the conference and upload it to the computer in the room where you will be presenting. We recommend that you have the file both on a USB stick and on a web-accessible email account. (Note that taking slides to the conference is not the responsibility of ALT or the session chairs.)

Making sure your technology will work on the day

- ◇ All rooms are equipped with a laptop PC with Office 2010, internet access and current web browsers. Presentation files can be downloaded or copied via USB.
- ◇ If you wish to run your presentation on your own equipment, you will need a VGA connector. The data projectors in all rooms are in a standard 4:3 ratio. Please bring your own connectors and arrive in the session room even earlier to test them with the data projector.
- ◇ Audio playback through the PA is only available in Pentland East and Prestonfield. A limited number of speakers are available on request.
- ◇ Be aware that the version of the tool on which you develop your presentation may not be the same as the version on the computer at the conference, and so you may lose special effects such as fonts and animations. This can happen particularly when you transfer a PowerPoint presentation from Mac to Windows, so try to test the transfer beforehand.
- ◇ Problems can also arise if you embed an audio or video file in your presentation; again, test it on another computer before you come to the conference. Need further information to be put here

Familiarising yourself with other presentations in your session

We encourage you to read the abstracts of the other papers that will be presented in your 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 so it is well to be prepared for them.

Setting up your presence on the Conference Platform

- ◇ The OER16 conference site can be found at <https://oer16.oerconf.org>. The site is public and can be viewed by anyone but only registered delegates can log in to post content.
- ◇ Your presentation will have its own dedicated session page, which you can find by following a link from the Programme page <https://oer16.oerconf.org/programme/>. The platform contains features for participants to comment on your page. To receive email notifications of these comments we recommend that you 'follow' your session.
- ◇ You may wish make your slideshow and additional resources available to other delegates. The online platform doesn't have the facility to upload documents; instead you should upload them to a service such as Google Drive, SlideShare or Dropbox and insert the link on your page.
- ◇ To log in to the Conference Platform, visit <https://oer16.oerconf.org/help/> for more information. If you have any questions, please email helpdesk@alt.ac.uk.

At the Conference

- ◇ We ask all presenters to arrive in the session room at least 5 minutes before the scheduled start session starts and to remain in the room for the whole session. This is to allow time for preparation before the session, and for any wrap-up activities, questions and comments involving all presenters at the end of the session.

- ◇ During the five minutes before the scheduled start, the chair will gather the lead presenters together to explain the procedures for the session, including the prompts to tell you how much time you have left and prompts and the handling of questions.
- ◇ Please load your slides onto the projection computer before the session starts. An IT support person will be available in the event of difficulties.
- ◇ At the start of each session, the chair will remind the audience of the name and theme of the session, and of papers in it. The chair will re-introduce the speaker before each presentation, and field questions afterwards.
- ◇ In a session containing two or three presentations, a certain amount of changeover time is required. You can help to keep this to a minimum by:
 - Loading your presentation onto the computer before the start of the session, and
 - Moving discreetly into position as the final question (or two) is being taken in the preceding presentation.

Sessions in Pentland East and Pentland West

These two rooms have slightly later starting/earlier finish times before and after plenary sessions because they are joined to make the plenary space and this requires a longer time for turnaround than other rooms.

While this is also noted in the timetable, you should remind presenters and the audience if needed. Support will be available in both rooms throughout the conference to manage the room set up.

Workshops in Salisbury and Holyrood

Workshops in these rooms will be set up in cabaret style (tables with groups of chairs) and will seat 24 participants.

Posters

Posters will be displayed in the main exhibition area and we ask that you set up your poster as soon as possible upon arrival. We provide poster board for display, but if you require any specific set-up please let us know or bring along necessary materials.

Guidelines for Session Chairs

Managing your timetable

You can check which sessions you are scheduled to chair on the online conference programme at <https://oer16.oerconf.org/programme/>. The programme is available online and you can also download a PDF/Google doc version. Your name is listed as Chair for any session you are chairing, for example:

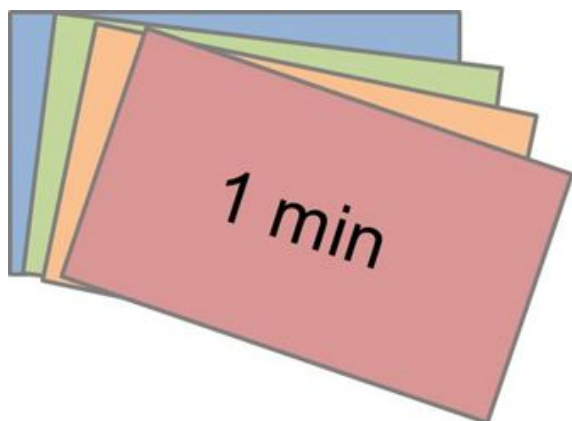
Day 1: Tuesday 19th April					
9.30 - 10.15	Registration & Coffee (Foyer)				
10.15 - 10.30	Welcome to Edinburgh Conference Chairs Melissa Highton and Lorna Campbell				
10.30 - 11.15	KEYNOTE: Catherin Cronin, National University of Ireland, Galway Chair: Melissa Highton				
11.15 - 11.30	Shuffle time				
	Pentland (East)	Pentland (West)	Prestonfield	Salisbury	Holyrood
11.30 - 13.00	(starts later due to room set up) Innovative approaches 3 x 15 min 1166 1175 1181 Chair:	(starts later due to room set up) Hacking 4 x 15 min 1036 1052 1056 1068 Chair:	Strategic 6 x 15 mins 1133 1146 1149 1158 1033 1039 Chair:	We have great stuff! Having fun with the University of Edinburgh's Collections 1086 workshop Chair:	Converging 5 x 15 mins 1043 1045 1057 1060 1162 Chair:

You may be scheduled to chair more than one session throughout the conference, but your sessions will generally be in the same one or two rooms.

You may wish to read in advance the abstract(s), available on the online platform, for the presentations you will be chairing. Especially in the case of sessions with multiple presentations, this will help you prepare to lead questions and discussion in a fruitful direction.

Chairing your session

The session page for each abstract can be used to contact the presenter(s) or leave a note for everyone following the session. To leave an update you must be logged in to the online platform and following the session. In most cases, however, you will meet the presenters at your session(s) on the day. In order to ensure that the session runs smoothly and does not overstep the time, you will need to give some quick and clear guidance to your presenter(s):



- ◇ If the session involves more than one presentation, make sure the presenters are clear about the order in which they will be speaking. This order has been determined in the programme; it may be changed at your discretion.
- ◇ In the Chair Packs, placed in each room, you will find coloured cards with times marked on them – 10 mins, 5 mins, 3 mins, 1 min and STOP. Please emphasise to presenters the importance of observing time guidelines to ensure that other presentations are not adversely affected, and be clear that you will make strict use of the coloured cards in order to keep time.

Presenters have been given their own guidelines (included here for your reference as an appendix), which similarly emphasise the need for strict time-keeping. This includes:

- ◇ punctual arrival at the session;
- ◇ smooth changeovers between presentations within sessions;
- ◇ presentations being kept to time, according to the format laid out in the following table.

During the presentation(s)

- ◇ At the start of the session, briefly introduce the speakers, reminding the audience of the titles of papers and names of presenters, and of the theme they are generally supposed to be speaking to.
- ◇ During the session you may find it helpful to make some brief notes on ideas that have emerged in order to prompt discussion at the end.
- ◇ In the event that a presenter does not turn up: change the timings as you see fit and finish early. In addition please report this to the conference helpdesk in the main foyer.

Chairing sessions in Pentland East and Pentland West

These two rooms have slightly later starting/earlier finish times before and after plenary sessions because they are joined to make the plenary space and this requires a longer time for turnaround than other rooms.

While this is also noted in the timetable, you should remind presenters and the audience if needed. Support will be available in both rooms throughout the conference to manage the room set up.

Note on chairing workshops/panels

All workshops are scheduled to be run in the Salisbury and Holyrood rooms. They will be set up for workshops seating 24 participants.

The presenters will have specified a timetable of activities. It should include significant time for audience interaction. Sessions should not be a series of presentations/demonstrations followed by some time for questions.

The role of the session chair is therefore to:

- ◇ Briefly introduce the audience to the title/topic of the session and the presenters.
- ◇ Work with the led presenter to facilitate interaction between the audience and the presenters (how chairs do this may be negotiated with each led presenter, some may want you to “chair” the session and others will do that themselves).
- ◇ Ensure the session does not overrun its slot.



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