Annual Conference 2015
Guidelines for Presenters and Session Chairs

Thank you for being a presenter and/or session chair at the ALT Annual Conference 2015!

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 https://altc.alt.ac.uk/2015/programme/presenters/.

Guidelines for Presenters

About Presentation Formats

Each break-out session lasts an hour and may consist of three standard presentations, two extended presentations or one long presentation.

Type	Duration	Format
Standard	15 minutes	10 minutes maximum for presentation; 3-5 minutes for questions
Extended	30 minutes	*Extended research presentation:* 25 minutes maximum for presentation + 5 minutes for discussion (consider making your

		presentation shorter in order to increase the discussion time) *Extended presentation with audience participation:* Format as per your abstract; audience interaction should total 15 minutes minimum.
Long	60 minutes	Format as per your abstract; audience interaction should total 30 minutes minimum.

These timings do not take into consideration the changeover time between presentations. See the notes on changeover times in the section ‘At the Conference’ below.

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.

See also the guidelines for extended and long presentations at the end of this document.

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 o 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 desktop PC with Office 2010, audio/video output, current web browsers (Internet Explorer, Firefox and Chrome) and wired internet access. Presentation files can be downloaded or copied via USB. All rooms also have a document visualiser and flipchart.
- The data projectors in all rooms with the exception of the Main Theatre are in a standard 4:3 ratio. The Main Theatre uses a widescreen ratio of 16:10, so you may wish to optimise your presentation for this format.
- If you wish to run your presentation on your own equipment, you will need a VGA connector. If you wish to play audio, you'll also need a 2.5mm audio jack. Please bring your own connectors and arrive in the session room even earlier to test them with the data projector.
- 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.

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.

Liaising with your session chair

- Session chairs are normally members of the conference's Programme Committee or other volunteers. They are responsible for the smooth running of sessions, including introducing sessions and presenters; ensuring that contributors keep to time; fielding the questions; and wrapping up the session to bring it to a satisfactory conclusion for both the presenters and the audience.
- Your session chair is listed in the conference programme and can be contacted via the conference platform ahead of your session.

Setting up your presence on the Conference Platform

- The ALT Conference Platform can be found at https://altc.alt.ac.uk/2016/. The site is public and can be viewed by anyone but only conference delegates and ALT Members can log in to the site to post content.
- Your presentation will have have its own dedicated session page, which you can find by following a link from the Programme page https://altc.alt.ac.uk/2015/programme/. The platform contains features for delegates and ALT members 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 http://go.alt.ac.uk/2015-altc-login and enter your ALT username and password. 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 from the audience.

- 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.

Special Notes for Extended and Long Presentations

- The format and timetable for the entire session are your responsibility, and should be more or less the same as in the abstract unless there is good reason for changing them.

- Debate and interaction with the audience are essential and should occupy at least 50% of the time. There should not be a series of presentations (or a demonstration) followed by some time for questions; rather, the team must work together on a theme (theoretical or practical) and pose issues for debate with the delegates present.
- Be realistic about what you can achieve in the time and with the technology. In particular...
    - Although the wifi should be robust, there could be risks in asking 50 people to log into the same website all at once.
    - Don't require the audience to download and install mobile apps as part of the session. You can lose up to 20 minutes this way and risk your audience's goodwill.
    - The activities need to be scalable: your audience could be 5 or it could be 50.
    - Consider the value of lo-tech activities: e.g. with pen, paper and post-its.

- A key outcome of the presentation should be that an area of knowledge has been refined or that new understandings have emerged. This can apply to you as well as to the audience! Design activities so that the learning can be two-way: i.e. harvest the knowledge and understanding of the audience in order to extend your own.

- You are responsible for eliciting and sequencing questions and participation from the audience. If you would prefer the session chair to take this role, please agree it with him/her before the session.

- The chair will take responsibility for time reminders for individuals, for presentations, and for wrapping up comments to the session, finishing strictly on time.

Guidelines for Session Chairs

Managing your timetable

You can check which sessions you are scheduled to chair on the online conference programme at https://altc.alt.ac.uk/2015/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:

9.00 - 9.30	**Registration, Coffee & T** **Meet up for first time par**			
9.30 - 10.30	**KEYNOTE: Johnathan Wort**			
	Main Theatre (FE day)	**Room 1.218 First Floor**	**Room 1.219 First Floor**	**Room 2.218 First Floor**
10.35 - 11.35	Invited speakers: Ellie Russell and Liam Sammon (125 | 126) Chair: A Jefferies	Learners as agents of change (2 x 30 min) 799 | 800 Chair: L Hollinshead	Open educational practice (2 x 30 min) 821 | 960 Chair: F Harvey	Participatory approaches (2 x 30 min) 824 | 830 Chair: E Swift
11.35 - 12.00	**Coffee and tea in t**			
	Main Theatre (FE day)	**Room 1.218 First Floor**	**Room 1.219 First Floor**	**Room 2.218 First Floor**
12.00 - 13.00	Blended Learning Essentials: a new open course for VET Chair: M Deepwell	Cross-themed (2 x 30 min) 825 | 832 Chair: S MacNeill	Open educational practice (2 x 30 min) 875 | 855 Chair: R Emery	Participatory approaches (2 x 30 min) 857 | 908 Chair: D Casanova

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.

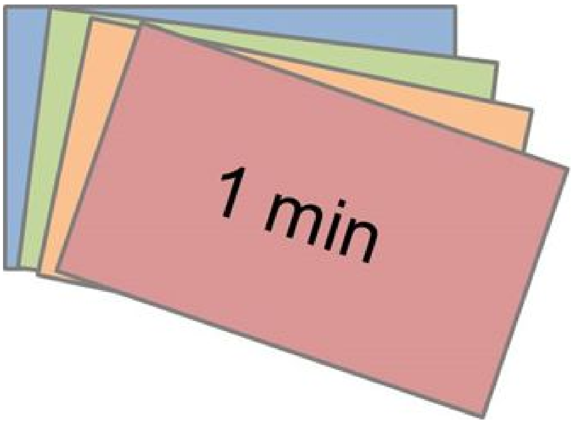
Chairing your session

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, but remember that time is of the essence!

◇ 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 ALT at the conference helpdesk.

◇ **In the event of emergency:** if help is not immediately at hand, please ring the conference helpdesk on 0161 306 4098.

Note on extended and long presentations

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. Each presentation will have a team leader who will steer the team and the organisation.

The role of the session chair is therefore to:

◇ Briefly introduce the audience to the title/topic of the session/presentation and the presenters.

◇ Work with the team leader to facilitate interaction between the audience and the presenters (how chairs do this may be negotiated with each team leader, some may want you to “chair” the session and others will do that themselves).

◇ Ensure the session/presentation does not overrun its slot. This may involve moving on individuals as well as using the coloured cards to ensure a finish strictly to time.

◇ Where appropriate give feedback to individual presenters in the spirit of encouraging improvement in presentation.