2019 Annual Conference
Guidance for Speakers and Session Chairs

Thank you for being a speaker and/or session chair for the Annual Conference 2019.

We provide these guidelines to help you and your audience get the most out of your session. Please make sure to read them carefully: the success of the conference programme depends on active and lively sessions and fair chairing. As part of this guidance we would also like to remind you of our conference code of conduct:

> *ALT is dedicated to providing a harassment-free conference experience for everyone. We do not tolerate harassment of conference participants in any form and we ask you to be courteous and considerate to your fellow attendees. We appreciate you may not agree with the ideas or views expressed by others and, while we encourage debate, we remind you that these discussions should remain civilised. By attending this event you are also bound by the regulations and code of conduct of the venue. Participants violating any of these rules will be expelled from the event without refund.*

Guidance for Speakers

Presentation formats

- **GASTA talk** (5 min, concise, punchy talk)
- **Poster & GASTA talk** (digital/print poster + 5 min lightning talk)
- **Research or practice presentation** (20 min, which includes 5 minutes for Q&A)
- **Reflective session** (30 min, usually interactive and seeking feedback from participants)
- **Workshop, panels or demonstration** (1 hour, usually BYOD for participants)

Presentations are usually grouped into sessions with the same conference theme where possible. For example, a one-hour time slot may have up to three 20-minute presentations.

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 session proposal you submitted, taking into account any requests and recommendations made by the reviewers. When designing your session, have the session proposal 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 your proposal.

Guidance for Poster & GASTA talk submissions

If you are presenting a Poster & GASTA talk session you will need to bring/prepare a poster in either print and/or digital format. **Printed posters should be in A1 portrait format for display at the conference**. If you are creating a printed poster you are responsible for the design and production. If you are planning to bring a printed poster on arrival please take this to the Helpdesk at conference registration. Digital posters should be emailed to helpdesk@alt.ac.uk in a .pdf format and will be uploaded to the conference website on your behalf. Printed posters will be displayed in the venue throughout the conference and digital posters will only be available online. For your GASTA session, which will take place in McEwan Hall, you are welcome to prepare presentation material like slides but at the very least you should bring a digital copy of your poster to display on the main display.

Licensing and sharing your presentation
We encourage you to include licensing information in your presentation and for example attribution for images used. Unless otherwise indicated, content on the conference platform is licensed under a [Creative Commons Attribution 4.0 Licence](). More information about Creative Commons licenses and how to choose the right one for you is available at https://creativecommons.org/share-your-work/.

We encourage you to share a link to your presentation via the conference platform in a comment on your session or your profile so that others can access it. If you use Twitter you might also want to share it with the hashtag #altc. For more information refer to '[Setting up your presence on the conference website]()' below.

Preparing your presentation and other visual aids

◇ Your audience will see 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'. If using PowerPoint or similar tools our guidance is that they 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 storage account. (**Important:** it is your responsibility to load your slides)

Making sure your technology will work on the day

◇ All rooms are flat floored. All seminar rooms are set up in classroom style and located in Appleton Tower. Parallel sessions in McEwan Hall will be setup in theatre style. Seminar rooms seat max 30-90 participants, but most sessions will likely be attended by 20-40 people as there are up to 7 parallel sessions at any one time. You can see photos of seminar rooms with the following links: [Room M2](), [Room 2.05](), [Room 2.07](), [Room 2.11](), [Room 2.12](), [Room 2.14]().

◇ All rooms are equipped with a widescreen display and the facility to playback audio via the room PA system. Rooms are equipped with a desktop PC running Windows 10 with internet access and current web browsers (Chrome, Firefox and Internet Explorer). 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 or HDMI connection. If using your own device it is your responsibility to bring the correct connectors if required 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. We recommend copying and testing your presentation on the room laptop in one of the coffee/lunch breaks before your session.

Setting up your presence on the Annual Conference 2019 website

◇ The the Annual Conference 2019 conference website can be found at https://altc.alt.ac.uk/2019/. The site is public and can be viewed by anyone, but only registered delegates can log in to post content. To log in to the Conference Platform, visit https://altc.alt.ac.uk/2019/, click on 'login' and enter your username and password associated with your membership or created when you registered.

◇ Your presentation will have its own dedicated page, which you can find by following a link from the Programme page https://altc.alt.ac.uk/2019/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 own session.

◇ You may wish to make your slideshow and additional resources available to other delegates. **We don't offer the facility to upload files**; instead you should upload them to a service such as Google Drive, SlideShare or Dropbox and share the link via your session page in the programme.

◇ 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.

◇ If you have any questions, visit https://altc.alt.ac.uk/2019/help/ for more information. For any questions not answered there, please email helpdesk@alt.ac.uk.

Liaising with your session chair

◆ Session chairs are normally members of the conference Programme Committee or other volunteers. They are responsible for the smooth running of sessions, including introducing sessions and speakers; ensuring that contributors keep to time; fielding the questions; and wrapping up the session to bring it to a satisfactory conclusion for both the speakers and the audience.

◆ Your session chair is listed in the conference programme and can be contacted via the conference platform ahead of your session.

At the conference

◇ You will receive a printed venue map and programme when you register and these are also available online.

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

◇ Please load your slides before the session starts. In the event of difficulties, please contact the conference helpdesk.

◇ At the start of each session, the chair will introduce the name and theme of the session, and of papers in it. The chair will re-introduce the speaker before each presentation.

◇ In a session containing multiple 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
    ○ moving discreetly into position as the final question (or two) is being taken in the preceding presentation.

Guidance 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/2019/programme/. The programme is available online and you can also download a PDF version. Your name is listed as Chair for any session you are chairing next to the room number, for example:

You may wish to read in advance the session descriptions, available on the online platform, for the sessions 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 be following the session. In most cases, however, you will meet the speakers 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 speakers are clear about the order in which they will be speaking. This order has been determined in the programme. Please try to adhere to it.

◇ 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 speakers 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.

Speakers' guidelines 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 session(s)

◇ At the start of the session, briefly introduce the speakers, reminding the audience of the titles of papers and names of speakers, and of the theme to which they are speaking.

◇ 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 the event of an emergency** please follow the emergency information provided in each room and the directions of venue staff.

Presentation Q&A

◇ **Be prepared** – discuss with speakers in advance if they allow time for Q&A during their session or at the end. Also be prepared to ask a question if none are forthcoming from the audience (before the start you might want to ask the presenter what question they would like to be asked).

◇ **Be inclusive** – try not to give one person prominence over another. Recent research has reported that inviting a woman to ask the first question encourages more diverse input. Ask the questioner to introduce themselves and say where they come from and try to avoid addressing members of the audience by name.

◇ **Be attentive** – stand in a position so that while the speaker is answering questions you can scan the audience. If multiple hands are raised you can make eye contact and nod discreetly to acknowledge you have seen them.

◇ **Be positive** – try to encourage discussion between the speaker and the audience. If no questions are forthcoming be prepared to ask the presenter or the audience a question of your own.

◇ **Be on time** - ensure the session does not overrun its slot. Remember to use the time cards and don't be afraid to cut off speakers to prevent them over running.