

GUIDELINES for PRESENTERS and CHAIRS

EARLI SIG 6 & 7 Conference 2022

Single Paper presentation & No-or-not-perfect data presentation

A paper session consists of 4-5 conceptually linked papers and lasts 80 minutes. Single Paper presentations will be scheduled for 15 minutes: 12 minutes presentation and 3 minutes discussion.

Nor-or-not-perfect data presentation will be scheduled for 15 minutes: 8 minutes presentations and 7 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 (in front of the room) at least 10 minutes before the session starts, to upload your presentation on the computer (you can also do that during a coffee break). 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. There will be technical support on site to help you if necessary. 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. We will be strict on time, so please prepare your talk accordingly. During the presentation the chair will give you a signal when you have 5 min and 1 min left and when you have to end your presentation (0 min).

- 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 program. 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 12 minutes for each single paper (plus 3 min. for clarification questions) and 8 minutes for each no-or-not-perfect-data presentation (plus 7 min. for discussion and questions). Give the speaker a warning before the allotted speaking time expires (5 min left, 1 min left, 0 min left). Therefore, signs with the remaining time are available for you in each room. Communicate your time signals to the presenter before the session starts. Ideally, take a seat in the front row so that the presenters can see you well.

Poster presentation & ICT-demonstration

The posters and ICT-demos are grouped into three thematically-related groups per session that will be scheduled for 60 minutes. The session will start with lightning rounds in parallel in plenary in which everyone can briefly pitch their topic within max. 2 minutes per presentation, ensuring enough time for discussion to make this an interactive format.

Afterwards, the poster sessions will take place in the foyer and around room 036. The participants will be invited to go around the posters and discuss with the presenters.

The ICT-demonstrations will take place in the seminar rooms next to the poster presentations, where the presenters can briefly demonstrate the tool or method and then the participants are invited to test the ICT. The audience may offer their viewpoints and share their experiences with similar tools or different tools for the same purpose.

- For the presenter

The aim of the lightning round is to provide the audience a short overview of the topic of your presentation. Please do not use a PowerPoint presentation for this

short pitch. We ask you to prepare yourself accordingly so that you can arouse the interest of the audience in a few sentences. We will be strict on time so it is your responsibility to stay within the 2 minutes time limit per presentation.

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. Poster boards and pins will be provided for placing your poster on the poster walls. Please attach your poster to the wall with the number of your poster according to the actual program. Please be on time for your presentation next to your poster after the lightning round. You can also 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. There will be the opportunity to store your poster at the information desk in the room for luggage and wardrobe until the presentation.

For the ICT-demonstrations, it is the presenter's 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 4 related papers, that will be finally commented by a discussant. The symposium session lasts 90 minutes. The session can start with a short introduction by the organizers of the symposium (max. 5 minutes). Each paper presentation within the symposium is scheduled for 15 minutes (12 minutes of presentation and 3 minutes for clarification questions). The discussion by the discussant is scheduled for 10 minutes. Afterwards, there are 15 minutes scheduled for an exchange with the audience.

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- 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 their talk. Allow maximum of 12 minutes for each presentation (plus 3 min. for clarification questions). Give the speaker a warning before the allotted speaking time expires (5 min left, 1 min left, 0 min left). Therefore, signs with the remaining time are available for you in each room. Communicate your time signals to the presenter before the session starts. Ideally, take a seat in the front row so that the presenters can see you well.