

Presenter Guidelines for WOIC 2016

RESEARCH PAPER PRESENTERS

Welcome to WOIC 2016! To help you plan your high-quality presentation, we offer the following guidelines to help you prepare and deliver your presentation.

YOUR PRESENTATION

Here are some helpful hints for both the preparation and delivery of your high-quality talk:

- Each author will have 18 minutes to present his or her paper. If your session has 3 presentations, your presentation will be followed by maximum 10 minutes for Q&A. If your session has 4 presentations, your presentation will be followed by maximum 4 minutes for Q&A. If you finish early, the remaining time will be added to your Q&A time, which may be especially useful for sessions with 4 presentations.
- Your session chair will manage the time for the talks in your session and keep speakers on track. It is important that you respect the timing of the session to provide an equal opportunity to each presenter (and to respect break/networking time). If you do exceed the allowed time, this will go off the time for Q&A. If there is time left at the end of the session, this can be used for a general discussion or to get back to any particular presentation.
- Be sure to include industry implications of your work for those from industry, and to enable a better bridging between theory and practice. The WOIC audience includes participants from a wide variety of disciplines, both from academia and industry. Make sure that your talk includes enough background material, thus that it can be understood by those who are not familiar with your specific research area.
- We recommend only relatively briefly presenting the research question, background literature and methodology, just highlighting key aspects, so that you can spend more time on the findings and discussion.

THE SETTING

The conference rooms will be equipped with the following presentation equipment:

- one screen
- one LCD projector
- one laptop which has MS Windows OS
- one clicker for advancing slides
- (for sufficiently large rooms) one portable clip-on microphone

Remember to bring a copy of your presentation on a memory stick.

Please make sure in advance that your presentation runs with a 1024 x 768 resolution, which is the standard resolution for the projectors at the conference. There will be VGA adapters for connecting the Windows OS based laptop. We highly recommend that you use the laptop provided. However, if you need to use your own laptop, please notify your session chair in advance, and bring your own laptop with the appropriate adapters (e.g. to hook up your Mac or iPad).

We strongly suggest that you test if your presentation works properly on the provided equipment in advance of your presentation (e.g. the evening before your presentation or early during lunch breaks).

Please make sure to meet with your session chair **15 minutes before your session starts.** Session information will be provided.

NOTE: There will be no time extensions for your talk if you encounter technical difficulties.

MEET YOUR SESSION CHAIR

Each session has a session chair coordinating the session, briefly introducing you to the audience and giving you reminders about the time. Check the WOIC 2016 program overview for the name of your session chair. He or she will be the last speaker listed in your session.

Make sure you:

1. Meet your session chair before your session so he/she will know who you are; provide brief information about yourself that may be used by your session chair to introduce you (e.g., how to pronounce your name, institution, current position).
2. Meet your session chair at least 15 minutes before the beginning of your session, and help them load your presentation.

You must be present throughout the session in which your presentation occurs. This shows respect to your fellow presenters, allows for cross-fertilization across presentations, and accommodate a general discussion at the end of the session (if time permits).

SESSION CHAIRS

Please find guidelines below:

- Check to see that projector and microphone both work before starting the session. There will be an AV technician on-site, so please ask for help if you encounter any technical problems.
- Check out the papers that will be presented in your session beforehand so that you are familiar with the topics, titles and authors. To maximize the potential of the session, we encourage you to read or at least skim the full papers in advance. This will also be useful to facilitate a discussion in case there is a need; or in case there is time at the end of the session when a more general discussion to connect the different papers can take place. You are not responsible for facilitating the discussion with respect to the content, but it will create a better session if you have some idea what the papers are about. This will help you to understand how they are connected to your own paper.
- You are responsible for time management throughout the session.
 - Load the presentation materials to the laptop in the meeting room before the session with help of the other presenters.
 - Keep speakers on time. Each speaker has maximum 15 minutes to present his or her paper. To help you do this, we will provide time warning signs that you should keep up clearly for the presenter to see them. Moreover, we have scheduled your talk as the final talk in the session as an additional incentive to keep the other speakers on time!
 - If a speaker is out of time, you are encouraged to indicate this to the presenter and if needed you can stand up as clear hint that time is up. If someone take more than the allocated 15 minutes, this will go off the time for Q&A.
 - End your session on time.
- Please manage the Q&A
 - Keep the Q&A under 10 minutes after each presentation for sessions with 3 presentations and under 7 minutes for sessions with 4 presentations.
 - If there is time left at the end of the session, this can be used for a general discussion.

POSTER SESSION PRESENTERS

The poster session will be held at a reception on Thursday, December 15th from 6:45-7:45pm – after the last conference session and before the conference gala dinner.

Please bring your poster – either as a single sheet (of A0 or less) or as a series of slides.

The poster stand dimensions are: 95cm x 138cm.



Please remember that your audience will probably be 2-3' (70-100cm) away from the poster/slides and thus your fonts should be large enough to read from that distance. We recommend using large keywords, key sentences, and illustrations to keep things readable, provide a good overview, and make your poster visually attractive. Try to avoid adding too many details. This can be provided by giving some handouts. Of course, the idea is that you can explain more details in a face-to-face discussion with the audience. In addition, it could be useful to take enough business cards or a one pager with your details on it, so that people can contact you for more information.

We have made three policy decisions to maximize the audience for the poster sessions:

- Your poster is during drinks before dinner. We expect most conference attendees will want to be there. Please make sure to arrive on time before the session starts to set up your poster.
- Every presenter will get the same number of drink tickets. These are the only free drink tickets at the reception for you to hand out to those you believe have meaningfully engaged with your poster. We encourage you to set a reasonable time quota (2 minutes? 5?) for "earning" a drink ticket, as adjusted by the level of interest at your poster.
- Before the poster session begins, every presenter will get 30 seconds with no slides to sell the audience to come to their presentation. We will have a microphone for you to make your introduction, so you should write out and practice your sales pitch. Make sure to be ready by arriving on time and practicing your pitch beforehand. 30 seconds is not a lot of time but should be enough to explain who you are, where you work, and what your poster is about – try to emphasize something that will make people interested to visit your poster!

REGISTRATION

All presenters attending the conference **must register and pay the registration fee**. At least one author/presenter must register before the early registration deadline (October 15th) to ensure inclusion in the final program. Except for poster presenters, all presenters have to upload their full paper by December 1st.

If you have any questions about presentations, please do not hesitate to contact:

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We look forward to your participation at WOIC 2016 in Barcelona, Spain!