

# Presenter and Discussant Guidelines for WOIC 2018

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## **RESEARCH PAPER PRESENTERS**

WOIC 2018 is just around the corner! To help you prepare and deliver your presentation, we offer the following guidelines.

### **YOUR PRESENTATION**

Here are some helpful hints:

- Each author will have 15 minutes to present his or her paper. After your presentation, a designated discussant will provide comments on your paper in maximum 5 minutes. The discussant will read your paper before the session to prepare his or her comments. This will be followed by maximum 10 minutes for Q&A with the audience. Note that it is important to respect the 15 minutes for your presentation. If you exceed the allocated time, this will go off your time for Q&A.
- The discussant will also act as the session chair who 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, the discussant has been instructed to deduct this from your time for Q&A to be able to stay on track with the entire session. If there is time left at the end of the session, the discussant will facilitate a general discussion about the topic(s) discussed during the session (or to get back to any particular presentation or question).
- Be sure to include practical 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, that it can be understood by those who are not familiar with your specific research area.
- At the same time, 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.
- Most sessions will have 3 presentations but in case your session has only 2 presentations, we suggest you to stick to this 15+5+10 minutes schedule to accommodate people moving from one session to another.

## 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 DISCUSSANT/SESSION CHAIR

Each session has a discussant who will also act as session chair to coordinate the session, briefly introducing you to the audience and giving you reminders about the time. Check the WOIC 2018 program overview for the name of your session chair.

Make sure you:

1. Meet your discussant/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 coordinating uploading of your and the other presentations on a single device.

We request you to be present throughout the session in which your presentation occurs. This shows respect to your fellow presenters, allows for cross-fertilization across presentations, and accommodates a general discussion at the end of the session (if time permits — or in the break of course).

## **POSTER SESSION PRESENTERS**

The poster session and wine reception will be held on Thursday, December 13<sup>th</sup> from 6:15 pm – 7:15 pm, after the last conference session and before the conference dinner.

As you prepare your poster, please refer to these guidelines.

It is very important that you prepare an actual poster meeting the requirements specified.

Please send 2-3 sentences that very briefly explain the main ideas/data/findings with your poster to [marhol@chalmers.se](mailto:marhol@chalmers.se) before Monday evening 10 December. This will be used for introducing the different poster islands before the poster session. Try to emphasize something that will raise interest for your poster.

Please bring your poster – either as a single sheet (of A0; 28 x 38 or less) or as a series of slides, aligned in “portrait” mode.

The poster stand dimensions are: (28” X 38”).



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 poster presenter will get the drink coins to hand out to other participants during the poster session. These are the only free drink coins 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/engagement quota for "earning" a drink coin, as adjusted by the level of interest at your poster.
- **Before the poster session begins, we will introduce the different poster islands, at 6:00 pm in Salon E.** We want the poster presenters to be on stage, grouped in the five poster islands, so that the other participants can recognize you among the posters later on. Make sure to be ready to get on stage in Salon E at 6:00 pm, as this session will follow immediately after the closing remarks.

## **DISCUSSANT/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.
- Please read the three papers before the conference. We will make the full papers available to you and all other conference participants before Nov. 27<sup>th</sup>. You will receive a link from which you can download the three papers assigned to your session.
- Prepare a short introduction to the session (3 minutes max.) in which you introduce the theme of the session as well as outline how the three papers are connected and how they contribute to the broader research field of open innovation
- Prepare comments for each paper/presentation (5 minutes max for each). It is up to you to decide whether you would like to use power point slides or provide your feedback without any visual aids. For each paper/presentation, please
  - Outline 1-2 key strengths (e.g. core contribution)
  - Provide 2-3 suggestions (constructive feedback) how the paper could be improved
  - Prepare 1-2 questions that invite the author and the audience to engage in a fruitful discussion.

- After your 5 minutes discussion of the paper, please facilitate a 10-minute discussion with the broader audience; 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 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.
  - 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 takes more than the allocated 15 minutes, this will go off the time for Q&A.
  - End your session on time.

If you have any questions, please do not hesitate to contact us.

We look forward to your participation at WOIC 2018 in San Francisco!

Sincerely,  
Marcel Bogers, Academic Program Chair

Ann-Kristin Zobel, Associate Program Chair  
Jonathan Sims, Associate Program Chair  
Marcus Holgersson, Associate Program Chair  
Ivanka Visnjic, Associate Program Chair

Mehdi Bagherzadeh, Assistant Program Chair  
Serena Flammini, Assistant Program Chair  
Maral Mahdad, Assistant Program Chair  
Agnieszka Radziwon, Assistant Program Chair  
Krithika Randhawa, Assistant Program Chair