

Guidelines for Presenters and Chairs

Below, you find a few instructions and tips, how the difference sessions can be prepared and organized. Please read them before your own session to make sure you know how the session is organized and what you need to observe depending on your role in the session.

PAPER SESSION

Please, get to the room of your paper session in time to familiarize with the set-up and have your slides ready to be presented. Among all speakers, please decide who will be chair (usually the first or the last speaker – you may also ask an attending co-author).

Each speaker will be given 15 minutes to present their work. After each talk, the audience will be given 5 minutes time for Q&A. In the end of the session, there will be 10 minutes time for an overall discussion.

Chairing the session: Please familiarize yourself with the order of the speakers and have a timer/watch ready to announce the transitions between the talks, Q&A, and overall discussion. In each room, cards will be provided to notify the speaker when time is over. The yellow card should be shown 5 minutes before the end of the talk, the orange card should be shown one minute before the end of the talk and the red card with the “STOP” sign should be shown when time is over. Then, please encourage the audience to ask their questions – let them know when you arrived at the end of the Q&A and the next speaker should be ready to start their talk. After the last talk, invite the audience to take part in the overall discussion. You may want to prepare one or two questions yourself as an ice-breaker to start the discussion.

Speaking in a session: If you are a speaker of the session, make sure you know in which order the talks will be held (see program). Prepare for a 15-minute talk and subsequent 5 minutes Q&A. For a smooth transition between the talks, be ready for your talk when the end of the previous Q&A is near. If you need more preparation time, please try out before the beginning of the session and make sure you start your preparation in time to be ready when the previous Q&A session has ended. Obey the signs of the chair: If the red “STOP” sign is shown, this means your talk is over and the Q&A part will start.

SYMPOSIUM

Please, get to the room of your symposium in time to familiarize with the set-up and prepare your slides to be presented. Each symposium has specific roles, including the chair, the speakers, and the discussant.

Depending on the number of papers in the symposium, the 90 minutes need to be divided in a way that allows enough time for the talks, the discussant and audience discussion. For a symposium with 4 papers, the default would be about 12 minutes for each paper plus a subsequent 3-minute Q&A during the transition time. 10 minutes for the discussant and a subsequent 20 minutes to discuss the papers with the audience. Adaptations can be made if there are fewer papers, or the symposium organizer may have specific plans.

Chairing the symposium: Please familiarize yourself with the order and topics of the presentation and the speakers. Have a timer/watch ready to announce the transitions between the talks, discussant, Q&A and overall discussion. In each room, cards will be provided to notify the speakers when time is over. The yellow card should be shown 5 minutes before the end of the talk, the orange card should be shown one minute before the end of the talk and the red card with the “STOP” sign should be shown when time is over. During the transition between the talks, encourage the audience to ask their short questions for clarification – let them know when you arrived at the end of the Q&A and the next speaker should be ready to start their talk. After the discussant has finished their discussion, please open the floor for a discussion with the audience. You may want to prepare one or two questions yourself as an ice-breaker to start the discussion.

Speaking in a symposium: If you are a speaker of the session, make sure you know in which order the talks will be held (see program). Prepare for a talk with an adequate time frame. Please, refer to the symposium organizer to ask for specific instruction regarding the timing of your talk. For a smooth transition between the talks, be ready for your talk when the end of the previous Q&A is near. If you need more preparation time, please try out before the beginning of the session and make sure you start your preparation in time to be ready when the previous Q+A session has ended. Obey the signs of the chair: if the red “STOP” sign is shown, this means your talk is over and the Q&A part will start.

Discussant in a symposium: You may have familiarized with the content of the single papers already ahead of the conference and prepared a discussion. You have around 10-15 minutes time to discuss all papers and come up with conclusions. Please, refer to the symposium organizer to ask for specific instruction regarding the timing of your discussion.

POSTER SESSION

Presenting a poster: There are two poster session, check the program to see in which session you will present your poster. Both sessions will be 90 minutes overall. If you will present in a poster session, please bring your poster into the room beforehand. Poster walls and material to fix the posters to the wall will be provided. Make sure to find a poster wall with the number of your poster selection according to the programme. Your poster should be printed in A0 format (portrait) for best visibility. No printing

available at the venue! Prepare yourself to have a short introduction of the poster to be presented to various audiences.

Posters provide a great starting point for discussion about your work with interested and knowledgeable researchers. A good poster focuses on a concise, often single, key message. Graphs and images tell the story rather than text. A good poster keeps its sequence well-ordered and obvious.

ICT DEMONSTRATION

ICT Demonstrations allow presenters to display, explain and familiarize users with a potentially useful teaching or research tool or method. The presentation may include references to completed research, but the point of the session is to demonstrate the tool, not present the research for criticism. The audience may offer their viewpoints and share their experiences with similar tools or different tools for the same purpose. Sessions of ICT demonstrations are scheduled for 90 minutes, comprising two presentations, each one taking the floor for 45 minutes.

Let the organizing committee know if you need any kind of special equipment or facilities.

Thank you for being a part of the SIG 20 & 26 Conference! We are looking forward to an exciting and informative event with you in Berlin.

Kind regards,

The Organising Team