Presenter Guidelines: Full Papers

The following guidelines provide suggestions and helpful information on the presentation of your Full Paper at the ICDE World Conference on Online Learning. Please read this information carefully so that you are fully conversant with the length, format and requirements so there are no technical difficulties or unwelcome surprises when you arrive to present your paper in the assigned breakout session.

About Full Papers

A Full Paper allows you to present a slightly longer account of your work. This presentation format is better suited to sharing the findings of case studies, research projects or more mature innovations in online learning which allow you to provide a richer analysis, description and interpretation of the work, although you will still need to focus on the main implications or discussion points that should be of wider interest to conference participants. Please note that the conference language is **English** and you only have a maximum of 20-minutes to present your Full Paper, which is inclusive of time. This means that you will need to limit the number of slides in your presentation, particularly to ensure you allow sufficient time for a handful of follow up questions.

Designing Your Full Paper Presentation

There is no standard presentation template for Full Papers at the ICDE World Conference. This means you are free to use your own template but we recommend that you do so using a 16:9 ratio in PowerPoint (or PDF), as all rooms are equipped with a computer and projector capable of widescreen display. Before starting your slide-deck you should read the title and abstract you submitted along with your full paper to ensure your presentation is generally consistent with what was approved by the International Review Panel. We appreciate your thinking may have further developed since your original submission but remember that most delegates will have chosen to participate in your session on the basis of what appears in the conference programme.

You should then aim to prepare your presentation for **15-minutes**, with 5-minutes for discussion. Accordingly we recommend that your slide-deck contain a maximum of 20-slides. Talks given with only limited number of slides or even with no visual aids can be extremely refreshing. While Internet access is available on the computers provided in each breakout room we strongly encourage you to embed screenshots or a brief video in your presentation if you plan on sharing a demonstration of your innovation. Please be aware that the software on which you develop your slide-deck may not be the same as the version on the computer in your assigned breakout room, which means you may lose any unique fonts or special effects. The best way to avoid this problem is to convert your presentation so that it can be displayed in a PDF format.

As a general principle **'less is more'** with your slides containing just enough information or a handful of well chosen images to enhance your talk rather than acting as your 'notes' of what you are going to say next. In other words displaying an image and/or three key words on a slide in a large font is far more effective than listing several sentences under bullet points. Also please practise your presentation so you know that you can do justice to what you want to cover in the available time. Feedback from colleagues during practises can be invaluable in helping you refine your slides in order to convey the key points. If you intend to share the talk with another presenter, then make sure you practice together and understand how long each of you have for your section of the presentation. Lastly, to promote follow up discussion after your talk, and beyond the breakout session, we suggest that you conclude your presentation with a single question or challenging thought for delegates to ponder. Ideally this question or your concluding thought should refer back to the sub theme and relate to the overarching conference theme of "transforming lives and societies".

Ensuring an Effective Presentation on the Day

When you arrive at the Convention Centre Dublin (CCD) please bring your slide-deck on a USB stick so this can be uploaded onto the conference system at the Speakers Preview Room (Boardroom 1 on the Liffey level, first floor). As a backup strategy we also recommend that your slide-deck is available from a cloud or a web-accessible storage account. Do not leave the installation of your presentation to the last minute! It would be helpful if you could name your presentation file using the following convention: **paper number** followed by Full Paper (e.g., 123_Full_Paper). Once your slide-deck has been uploaded you should test your presentation to ensure that everything works, especially if you have any special effects or if the slide-deck was transferred from Mac to Windows. At the same time make sure that you check the latest version of the conference programme so you know the precise time and room location of your talk. There is a chance that some breakout sessions may need to change due to unforeseen circumstances and it is your responsibility to check any updates to the programme.

In preparation for your talk we encourage you to read the abstracts of other presenters in your breakout session so you get a sense of the contrasting perspectives and can draw any links between the presentations. We also encourage you to visit the room that your presentation is scheduled to take place in so that you can familiarise yourself with the equipment and layout. To avoid a last minute technical glitch we recommend you test your presentation on the computer in the room during one of the refreshment breaks. Please note that all rooms for Full Papers are flat floored and are set up in classroom style but vary in terms of seating capacity.

Technical assistance will be available in each breakout room but due to the short length of Full Papers and limited transition time between presenters we request that you do NOT plan to use your own laptop or attempt to install your USB stick on the host computer.

As soon as possible before your presentation you should introduce yourself to the session Chair and other presenters as this will help to enhance the connections and overall coherence across the talks, particularly in terms of the relevant sub theme. You should plan on arriving in your assigned breakout room at least 10-minutes before the start of the session. Session chairs are normally members of the local conference team, volunteers from the host institution or members of the ICDE Executive Committee. They are responsible for the smooth running of breakout sessions, including introducing the sub theme and speakers and keeping each contributor to their allocated time. Time cards will be used to indicate the remaining time and we expect contributors will stop when asked to do so as it is unfair to the following presenters if your talk runs overtime.

As each breakout session for Full Papers involves a number of talks we recommend that in order to facilitate the smooth and efficient transition between presentations you open your presentation on the host computer at the start of the session. To minimise transition time we also encourage you with the Chair's approval to move discreetly into position towards the end of question time in the proceeding presentation. Each room will include a clicker to advance slides, which means there is no reason to be podium bound. At the end of each presentation the session Chair will help to facilitate discussion and bring your talk to a satisfactory conclusion for both you and participants. The name of your session chair will be listed in the conference programme and they can be contacted via email or through the conference app ahead of your session.

You may wish to support your presentation with hand-out materials but we ask that you to think carefully about sustainability and whether this additional information enhances and extends your talk. It may be easier to follow up with a link to your uploaded presentation slides and any supporting notes via the conference app, Google Drive, Slideshare, etc., or through some other social media channel using the hashtag **#WCOL2019**. Your Full Paper will also be available to read via the conference App. Please note that we expect you to attribute any images you embed in your presentation and strongly encourage you to include licensing information on your slides using a Creative Commons Attribution 4.0 Licence.

Final Remarks
In summary, your audience will attend many presentations during the course of the ICDE World Conference and we encourage you to carefully design and practise your talk so that it really does your work justice. You will have spent a lot of time and money ensuring that you can contribute to the conference in Dublin and your Full Paper offers an opportunity to share your work with an audience that has chosen to attend your session. Therefore make your presentation count so you successfully raise awareness of your work and generate a high-level of interest from delegates. A good Full Paper should lead to many follow up conversations after the session, which hopefully extend well beyond the conference. One final point, we expect all talks and breakout sessions during the ICDE World Conference will be guided by our Principles of Conference Participation (Code of Conduct) to ensure a courteous and respectful professional learning environment. We look forward to seeing you in Dublin and wish you well in designing a truly memorable and impactful presentation. If you have any questions about your presentation, then please do not hesitate to contact us.

Example of Larger Presentation Room