



## Presenter Guidelines: Virtual Papers

The following guidelines provide instructions and helpful information on the design of your Virtual Paper for the ICDE World Conference on Online Learning. Please read this information carefully so that you are fully aware of the requirements and there are no technical difficulties or unwelcome surprises as we try to embed your virtual paper fully into the conference programme.

### About Virtual Papers

Your Virtual Paper allows you to present your work even though you cannot attend the conference in person. This is the first time that the ICDE World Conference has provided a virtual paper channel and we appreciate your patience waiting for these guidelines as we explored various options to reduce both any technical demands on your part and to ensure that your papers are as fully integrated as possible within the programme. There will be a link to virtual papers in the conference app as well as through the conference website. This link will take delegates as well as those people engaging with the conference virtually to the full list of the virtual papers (n=20+) we have available through this track. We expect that this link will list the title, author(s) and abstract of each paper along with a link to your slide-deck and your accompanying video. We would also like to include your Twitter handle if you have one as well as a link to either our Zoom meeting room or your own specific platform should you wish to also provide an opportunity for real time interaction. The inclusion of a real time live webinar to accompany your paper is entirely optional and the level of engagement may well depend on the day/time you decide to schedule such a session. As mentioned above as this is the first time Virtual Papers have been used at the ICDE World Conference, please take particular note of the following instructions. Also we require you to submit your relevant information and supporting media files by no later than **Monday 28<sup>th</sup> October** to ensure that everything will be available by the time of the conference.

### Instructions for Designing Your Virtual Paper

You are responsible for the design and submission of your Virtual Paper. While there is no standard presentation template please note that your virtual paper submission must meet the following requirements:

- Ratio = 16:9
- Orientation = Portrait
- File type = PDF or PowerPoint
- Maximum file size = 100MB
- Preferably no animation or videos embedded in the slide-deck
- Video file in an MP4 or similar format compatible for viewing through YouTube

Before starting your slide-deck you should read the title and abstract you submitted 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. Albeit a virtual paper you should aim to prepare your presentation slides as if you were talking in person for no more than **15-minutes**. To promote follow up discussion after people view your slides, watch your video and/or participate in your live webinar we suggest that your final slide concludes with a single question or thought for delegates to ponder. Ideally this question or your concluding thought should refer back to one of the sub themes and relate to the overarching conference theme of "transforming lives and societies". It would also be helpful on your final slide to include your contact details, including your Twitter handle for chat that can continue over the next few days, and beyond, for people following the conference hashtag (#WCOL2019). Once you have created your slide-deck and optional video then there are two main options.

### Option 1 – Send us your files

This option allows you to send us your presentation file(s) and video as an email attachment to the two email addresses listed below or through a cloud solution that we can access in order to download your files. For example, you could create a shared Google drive folder which gives us permission to download the relevant files. If you select this option then we ask that you name your file using the following convention: paper number followed by Virtual Paper (e.g., 123\_Virtual\_Paper).

[judy@happeningconferences.com](mailto:judy@happeningconferences.com)  
[elaine.beirne4@mail.dcu.ie](mailto:elaine.beirne4@mail.dcu.ie)

If you would like to include a live webinar to support your Virtual Paper then we ask that you indicate your preferred day/time during the conference, although please be mindful of time zones. There is nothing stopping you scheduling your webinar in the evening Dublin time, as some delegates may be happy to engage from the comfort of their hotel room. You also have the option of using your own webinar platform but you would need to provide us with the relevant link in your email.

We will then confirm successful receipt of your email and, if everything is ok, upload your presentation and video to the relevant sites, conference app and website. We will also send you login details for the Zoom meeting room that we will create on your behalf, which will appear in the app and on the website but you may also wish to promote this link and your session through social media.

### **Option 2 – Send us the URL to your slides and video**

This option allows you to upload your presentation file(s) and video to your own site, such as Slideshare and YouTube. In the case of YouTube we recommend that you select a Creative Commons License from the options available. If you choose this option then all you need to do is email the two addresses listed below to confirm that your files have been uploaded, with details of the relevant URLs included in the message.

[judy@happeningconferences.com](mailto:judy@happeningconferences.com)  
[elaine.beirne4@mail.dcu.ie](mailto:elaine.beirne4@mail.dcu.ie)

We will then confirm successful receipt of your email and if the links all work add this information to the conference app and website. If requested we will also send you login details for the Zoom meeting room that we will create on your behalf, which will appear in the app and on the website but you may also wish to promote this link and your session through social media.

### **Suggestions for Designing Effective Virtual Papers**

The following tips are intended to help you think about the design, layout and potential for high levels of engagement in your virtual paper. By way of general feedback, please be sure that your main findings and/or conclusions are presented clearly in the body of your presentation slides and be mindful of the wider international significance of your work, especially as we anticipate delegates from over 50 countries will participate in this year's ICDE World Conference. Ask yourself how might people from other countries and/or institutions learn from your experience? Also, wherever possible, please check your paper explicitly refers to one or more of the relevant conference sub themes. Also keep the following points in mind:

- Keep it simple
- Use bullet points
- Avoid too much text
- Go beyond words
- Make your key point really clear

Remember the conference app already contains your abstract, so your Virtual Paper should be a way of presenting your work in a more engaging and visually attractive format. If you use social media you might also like to share a link to your slides and video with a relevant comment or guiding question as previously mentioned with the hashtag #WCOL2019. Two final points: (i) we expect you to attribute images and encourage you to make your materials available using a [Creative Commons Attribution 4.0 Licence](https://creativecommons.org/licenses/by-nc-sa/4.0/).

We hope the above information is helpful and that your virtual paper makes a valuable contribution to the ICDE World Conference. Please do not hesitate to contact us should you have any further questions.