Advance HE Teaching and Learning Conference: Innovation for Teaching Excellence

Presenter guidance

General   **Oral presentations**
Poster presentations   **Workshop sessions**
Ignite sessions   **Interactive breakout sessions**

General

All presenters, regardless of their session type, need to book their place on the conference. As a minimum, presenters need to book on for the day on which their session is scheduled, although we welcome all presenters to attend the full conference should they so wish.

While we ask that all presentation slides (PowerPoint, Presi etc.) are sent through to conference@advance-he.ac.uk by **21 June 2019** so that there can be pre-loaded onto conference laptops, we advise that you also bring your PPT with you on a data or memory stick in case of any problems. Presentations will be uploaded to the Advance HE website after the conference. Please ensure that any copyrighted material is correctly attributed and if you do not wish your presentation to be published, please let us know ahead of the conference.

On arrival on the first day of your visit to the conference, presenters need to visit the registration desk to receive their welcome pack and any instructions for the day. There is no need to register on subsequent days if you are attending for more than one day.

Please make sure that you are aware of the **time** and **location** of your session. Floor plans and a full strand programme will be available on the day.

WiFi will be available throughout the venue should you wish to link to the internet during your presentation/workshop and desktops in the presentation rooms will already be logged onto the internet.

Oral presentation slots have three sessions assigned within each hour. We ask that any presenters (or teams of presenters) who are presenting 20-minute sessions attend the full hour slot and make themselves known to the other presenters in that session.

Please note all Ignite, oral presentation, workshops and interactive breakout session will be facilitated by a member of Advance HE staff or Northumbria University staff.

In scheduling the sessions for the programme, we have taken into consideration the room layout and materials or equipment requests that you submitted as part of your proposal and will endeavour to accommodate these as far as possible.

There will be IT support at the venue during the conference, however this is limited. If you anticipate any issues (i.e. with playing audio-visual clips), please contact conference@advance-he.ac.uk in advance so that we can attempt to resolve these ahead of the conference.

If you wish to distribute hand-outs or materials during your session, please either bring these with you, or e-mail them through to conference@advance-he.ac.uk for printing **at least a week in advance.** It will not be possible to print out hand-outs during the conference.

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Poster presentations

Posters give an alternative approach for the presentation of current research or new work. Posters should be an eye-catching visual representation of a topic, potentially including graphics, tables, charts, text, and images (additional details can be shared via online 'handouts').

Conference posters should be professionally printed either as A1 or A0 size. Both portrait and landscape orientation are acceptable, however, **please note A1 is the maximum size for posters printed in landscape**. Electronic submissions are not acceptable.

On arrival at the conference, please bring your poster to the registration desk and you will be shown where this will be displayed.

Posters will be on display for the full day and can either be taken home with you or can be left for the duration of the conference. Please note, posters cannot be delivered back to you, and any posters left after the close of the conference will be destroyed.

You will be expected to talk about your poster during the scheduled poster session **(15:30 - 16:00)** on your given day, but ideally the content of your poster should be clear enough that it is easily comprehensible to people who are browsing the poster displays during breaks.

If you wish to take your poster with you on departure from the conference, posters can be removed from the display area after the poster session has finished at 16:00.

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Ignite sessions

Ignite sessions are a fast and frantic way to deliver your presentation, with 20 slides being delivered over 5 minutes in 15-second intervals. Sessions will be grouped together in batches to keep the momentum flowing, with a brief Q&A session following each group. See http://www.ignitetalks.io/ for more details.

A member of Advance HE staff will introduce the session and manage proceedings throughout.

Ignite sessions should be prepared on the branded PPT template, which can be downloaded here: https://www.advance-he.ac.uk/programmes-events/conferences/TLConf19#Speaker
Please replace the images and text with your own content. This PPT includes some advice on what makes a good Ignite session.

The PPT contains the appropriate number of slides and is pre-set to progress slides at 15-second intervals. **This formatting should not be changed**, and please do not obscure the Ignite/Advance HE logos at the bottom of each slide.

On the day, presentations will be collated into groups of two, three or four presentations with a 30-second break in between to allow presenters to swap places. There will be 5 minutes of Q&A time once all presentations in that group have taken place.

We will therefore need your finalised PPT to be sent through to conference@advance-he.ac.uk by **21 June** at the latest, to allow us time to collate the sessions into their relevant groupings.

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Oral presentations

Oral presentations should last for 10-15 minutes giving time for questions/discussion. Please be aware your session has been scheduled alongside two other 20-minute presentations, and on the day, we kindly request that you arrive at your presentation room for the start of the hour-long session and remain until all three presentations have taken place.

A member of Advance HE or Northumbria University staff will be present in the session to introduce presenters and ensure that sessions run to time.

A desktop, projector and screen and flip chart will be available in the room and PowerPoint (or similar) presentations should be submitted in advance and will be pre-saved onto the desktop in your designated room. If you wish to bring your own laptop, please contact us in advance to ensure that the appropriate connection cables are available. Presentations should be sent through to conference@advance-he.ac.uk by **21 June.**

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Workshop sessions (60 minutes)

Workshops are for one hour and should be activity-based. They should involve participation from the audience and exploration with participants about the outcomes of the activity or activities.

A desktop, projector and screen will be available in the room. Where PowerPoint (or similar) presentations have been submitted in advance, they will be pre-saved onto the desktop in your designated room. If you wish to bring your own laptop, please contact us in advance to ensure that the appropriate connection cables are available. Presentations should be sent through to conference@advance-he.ac.uk by **21 June.**

Flip charts, pens and stationery packs will also be available in designated workshop rooms.

In general, workshop sessions have been scheduled into rooms with a cabaret-style layout. If you wish to re-arrange the layout of the room during your session, please can you ensure that you re-set the room back to its original layout ahead of the next session.

A member of Advance HE or Northumbria University staff will be present in the session to introduce presenters and ensure that sessions run to time.

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Interactive breakout sessions (60 minutes)

Interactive breakout sessions engage participants with peer-learning activities and discussions in numerous formats, including round-table learning cafes, debates, crowdsourcing sessions and 'unconference' gatherings. This is your opportunity to be inventive in your mode of delivery to achieve optimum engagement and learning.

A desktop, projector and screen will be available in the room. Where PowerPoint (or similar) presentations have been submitted in advance, they will be pre-saved onto the desktop in your designated room. If you wish to bring your own laptop, please contact us in advance to ensure that the appropriate connection cables are available. Presentations should be sent through to conference@advance-he.ac.uk by **21 June.**

Flip charts, pens and stationery packs will also be available in designated workshop rooms.

In general, breakout sessions have been scheduled into rooms with a cabaret-style layout. If you wish to re-arrange the layout of the room during your session, please can you ensure that you re-set the room in its original layout ahead of the next session.

A member of Advance HE or Northumbria University staff will be present in the session to introduce presenters and ensure that sessions run to time.

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