

# Equality Diversity and Inclusion Conference 2020

## Presenter guidance

[**General**](#General)

[**Inclusive conference etiquette**](#Inclusive_conference_etiquette)

**[Presentation slides](#Presentation_slides)**

[**Poster presentations**](#Poster_presentations)

[**Ignite sessions**](#Ignite_sessions)

[**Oral presentations**](#Oral_presentations)

**[Soapbox sessions](#_Soapbox_session)**

[**Interactive breakout sessions**](#Interactive_breakout_sessions)

[**Panel session**](#_Panel_session_(60)**s**

## 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.

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 programme will be available on the day, and ahead of the conference on the Advance HE website and conference app.

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 sessions will be facilitated by a member of Advance HE 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.

# Inclusive conference etiquette

We are really looking forward to this conference being the place where we have exciting and invigorating conversations about aspects of equality, diversity and inclusion that are often seen as challenging, charged or taboo. In order to create a space where everyone feels welcomed, respected and safe, we ask that all presenters read and adhere to the conference’s Statement of respect and wellbeing, which can be found on our website at the following link: \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*.

Please remember that not all disabilities are visible.

Microphones and PA systems have been installed in all presentation rooms, and we ask that all presenters use the microphone both during their presentation and for question and answer sessions. It is important that you use this equipment as standard. You should not ask delegates whether they can hear you adequately, as this will draw attention to delegates with hearing impairments, and is contrary to our policy of inclusiveness.

During your presentation, please be mindful of the language that you use in addressing delegates. Language should be inclusive of all:

Instead of:

* “Good morning ladies and gentlemen” try “Welcome everyone” or “Welcome colleagues”;
* [taking questions] “Yes, the lady in the back?” try “our colleague on the back table” or “The delegate in red”;
* “As we all know…” try “Some of you may be aware that ….”
* “I’m sure we all heard that fine…” try “Let me just repeat that for everyone’s benefit…..” or “Please could you wait for the mic?”
* Assuming pronouns (he/she) please check, or use ‘they’/them’ or a gender-neutral word;
* “The university sector/we in universities” try Higher education colleges/universities, colleges and research institutes.
* “Overseas”/”foreign” use “International”;
* “Person with disabilities” use “Disabled person”;
* “Both women and men”/“both genders” use “Women, men and non-binary people” or “all gender identities”

You may also wish to review our [guide to terminology around ethnicity](http://www.ecu.ac.uk/wp-content/uploads/2018/04/race-and-ethnicity-terminology-002.docx) and [terminology around gender identity](https://www.ecu.ac.uk/publications/trans-staff-and-students-in-he-and-colleges-improving-experience).

For more information, please read**:** [the social model of disability](https://www.ecu.ac.uk/publications/social-affirmative-models-higher-education-introduction/).

## Inclusive facilities

At this conference we have prayer space facilities, and a room for private baby feeding and baby care if required (although babies can be fed anywhere, anytime), and a quiet room for the wellbeing of delegates or presenters.

Accessibility guidance about the venue in general is also available - please ask at reception. Generally speaking if you think someone may be in need of assistance, politely ask how if and how you may help, and listen carefully to their response. Note that delegates are welcome to use the toilet facilities which align with their own gender identity.

[**Back to top**](#Top)

## Presentation slides

While we ask that all presentation slides (PowerPoint, Presi etc.) are sent through to conference@advance-he.ac.uk by **2 March 2020** so that they 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.

Please can you ensure that any presentations that you prepare adhere to the following accessibility guidelines:

* Use strong contrast between text colour and background, so people with low vision can see the content.
* Use sans serif fonts where possible, in 18pt or larger.
* Give images used in your slides a caption that describes the image, and make sure that this does not overlay the image.
* Avoid using excess animation.
* Use ‘Alt text’ for graphics and ‘image description’ for photos and images used in your presentation (so that these are accessible to the visually impaired when presentations are uploaded to our website after the conference)

We also ask that, if using slides, you bring printed handouts of those slides (maximum 2 slides per page for accessibility purposes) to distribute among the delegates. Materials can be printed by Advance HE ahead of the conference and should be e-mailed 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

[**Back to top**](#Top)

## 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 disposed of.

You will be expected to talk about your poster during the scheduled poster session during the afternoon refreshment break 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.

[**Back to top**](#Top)

## 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 [the Ignite website](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 via the following link: <https://www.advance-he.ac.uk/programmes-events/conferences/EDIConf20#Ignite>

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 **4 March** at the latest, to allow us time to collate the sessions into their relevant groupings.

[**Back to top**](#Top)

## Oral presentations

Oral presentations have been allocated a 20-minute slot within an hour-long session. Your presentation should last for 10-15 minutes, thus allowing 5-10 minutes 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 will be present in the session to introduce presenters and ensure that sessions run to time.

A laptop, 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 laptop 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 **2 March 2020.**

[**Back to top**](#Top)

## Soapbox sessions

Soapbox sessions can provide a platform to have your ideas heard. There will be a strictly adhered to 5-minute time limit on all talks followed by a short Q&A session from the audience. Sessions will be grouped together in batches to keep the momentum flowing, with a brief Q&A session following each group. A member of Advance HE staff will introduce the session and manage proceedings throughout. Please note these sessions are verbal presentations only, and slides or other forms of visual presentation should not be used.

[**Back to top**](#Top)

## Interactive breakout sessions (60 minutes)

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

Please ensure that any planned activities are inclusive of everyone and consider potential mobility, visual or hearing impairments of delegates.

A laptop, 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 laptop 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 **2 March 2020.**

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 will be present in the session to introduce presenters and ensure that sessions run to time.

[**Back to top**](#Top)

## Panel session (60 minutes)

Panel sessions will focus on a specific topic amongst a selected group of panelists who share the same viewpoints on the theme being discussed. This will be made up of 3-4 presenters per session. Each presenter will be allocated 10-minutes to present, at the end of the session time will be allocated for questions/discussion. A member of Advance HE will be present in the session to introduce presenters and ensure that sessions run to time.

Please be aware your session has been scheduled alongside three – four other 10-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.

All panel sessions have been scheduled into rooms with a theatre-style layout.

A laptop, projector and screen will be available in the room. PowerPoint slides are often not required due to the short time frame of the session. However, should you wish to present with PowerPoint please sent this through to conference@advance-he.ac.uk by **2 March 2020**

Presentations that have been submitted in advance will be pre-saved onto the laptop 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**.**

[**Back to top**](#Top)