

Information for presenters

AMEE 2010 Main Conference: SECC

6-8 September 2010

Short Communication Sessions

Background: Short communication sessions are an important feature of any conference. They provide an opportunity for all to share in activities important to the development of medical education and many highly relevant innovations have taken their origin from such sessions. Short communications are presented in themed groups, and the Committee has tried very carefully to group together papers on similar topics. The purpose of themed groups is not only to attract interest to specific areas but to promote communication, share ideas and stimulate development in these areas. They also help participants to select papers of particular relevance from the very extensive programme.

Each presenter is allocated 10 minutes for presentation followed by 5 minutes for questions. All sessions have a chairperson. Fifteen minutes is provided for a group discussion at the end of the session if time permits, in which case an Opening Discussant will be appointed.

Information for short communication presenters: Whether or not you are used to making presentations at conferences and meetings, your presentation at AMEE 2010 will be an exciting opportunity to demonstrate your work to colleagues from around the world. Since you only have ten minutes to make an impact, conciseness and clarity will be key features of your presentation. We suggest you try out your presentation in advance on some colleague to get their feedback as to whether your message and your slides were clear. After you have given your presentation we hope you will stay on for the rest of the session, ask questions of your fellow presenters if the opportunity arises and take part in the general discussion if time permits. By doing this we hope it will enhance the experience for you, the other presenters and the audience.

- Note carefully the time and location of your session as listed in the programme (to be announced at end July);
- Hand in your PowerPoint presentation at the Speaker Preview Room on CD or USB device from Sunday 5 Sept, preferably the day before, but a minimum of 2 hours before your presentation; it will be pre-loaded onto the computer in your presentation room;
- Go to your presentation room at least 15 minutes before the scheduled start of the session and introduce yourself to the chairperson;
- Think carefully about how you use PowerPoint slides. These should enhance and not detract from your message. Bear in mind that you only have 10 minutes and don't be tempted to try to include too many slides;
- Ensure your slides are clear, that there is not too much text to read in the limited time available and that the type is large enough to be legible for those sitting at the back of the room;
- Speak slowly and clearly, remembering that for many in your audience English may not be their first language;
- Leave sufficient time for a short summary of your point(s) and think about what message you would like to leave the audience with when you finish;
- A single page handout giving the key messages from your presentation and your contact details can be useful;
- Keep strictly to the 10 minutes allocated for your presentation. The chairperson will ask you to stop when your time limit has expired;
- Be ready to take questions as time permits.

Research in Medical Education Papers

Background: Research in Medical Education Papers, are selected by a Scientific Committee and a pool of reviewers as good examples of research in medical and healthcare professions education. These sessions, grouped by topic area, have an emphasis on methodology. Each session has four papers, the presenters of which have 12 minutes to present, followed by 8 minutes for questions. At the end of the session there will be a general discussion. The chairperson of each session has been asked to direct the questions and discussion to issues relating to choice of methodology, issues relating to the implementation of the study including resource implications, and issues relating to the analysis and reporting of the data, rather than to the medical/healthcare professions education theme of the session.

Instructions for Research in Medical Education Paper presenters: Presenters should follow the instructions for short communications, the only difference being that presenters have 12 minutes to present, followed by 8 minutes for questions and discussion.

PhD Reports

Background: PhD reports in healthcare professions education completed within the last three years have been selected from submitted abstracts. These will be presented in two sessions, one on Monday and the other on Tuesday.

Instructions for PhD Reports presenters: Presenters should follow the instructions for short communications, the only difference being that presenters have 12 minutes to present, followed by 8 minutes for questions and discussion. Any remaining time at the end of the session will be used for general discussion of the issues raised from any or all of the papers.

Conference Workshops

Background: There are 48 conference workshops from which to choose, abstracts for which will be given in the abstract book, online from early August. Workshops are of varying lengths depending on the session to which they are allocated, and may be at beginner, intermediate or advanced level. An indication of the level and whether previous knowledge/experience of the topic is advised will be included in the abstract.

There is no additional charge for conference workshops. Online sign-up for workshops will start in August and advance notice will be given to registered participants. A few tickets for each conference workshop will be available at the Workshop Registration Desk from Monday morning on a first come, first served basis.

Instructions for workshop organisers: The AMEE Office will contact you for your requirements. You may use your own computer in your workshop.

AMEE Fringe

Background: The AMEE Fringe, which started in 2004, continues to attract large numbers of participants each year. The Fringe provides the opportunity to see something a little different – a new and perhaps provocative or idiosyncratic approach to healthcare professions education. Two

Fringe sessions are scheduled, chaired by Rachel Ellaway. Come prepared to participate and to be challenged, amused and entertained by the presenters!

Instructions for AMEE Fringe presenters: Rachel Ellaway will contact you to discuss your presentation and your requirements.

Secrets of Success

Background: 'Secrets of Success', give presenters the chance to demonstrate an innovation in healthcare professions education with which they have been associated. A 'Secret of Success' may be a product or a resource that has been implemented in the presenter's institution, and which other participants may wish to replicate. 'Secrets of Success' sessions are scheduled throughout the Conference, located in the Exhibition area in Hall 5.

Instructions for 'Secrets of Success' presenters: The AMEE Office will contact you to discuss your presentation. A data projector and internet connection are provided but you should bring your own computer.

Poster Sessions

Background: Posters are an important part of the AMEE conference and are much valued by participants, as evidenced from the evaluation forms. In fact it can be much more difficult to produce a high-quality poster and present it effectively than to present a short communications. They are a useful method of communicating ideas about new approaches to education and research, they are highly visible, being available throughout the conference, and many examples of educational innovation have begun their life as a poster. To give them even greater value, themed sessions are scheduled in the AMEE programme (available from end July), where presenters introduce the key messages of the poster to the group, followed by a group discussion. Each session will have a Chairperson, who often has a specific interest in the theme of the session.

Information for poster presenters

Please see

<http://www.amee.org/documents/Hints%20on%20preparing%20posters%20for%20AMEE%20Conferences.pdf> for '*Hints on preparing posters for AMEE conferences*' and '*AMEE Guide no 40: Creating Effective Poster Presentations*', by George Hess, Kathryn Tosney, Leon Liegel (<http://www.amee.org/index.asp?lm=103>)

Mounting instructions

- Posters should be a maximum of 95 cm wide and 150 cm high (portrait orientation). If it does not conform to this maximum size, we regret it may not be possible to mount the poster.
- Please bring your poster with you – do not send it to us in advance.
- The session to which your poster has been allocated will be indicated in the final programme which will be on the website www.amee.org in early August.
- Posters should be mounted on Sunday 5 September from 1430-1800 hrs or between 0800-1000 hrs on Monday 6 September (in order to qualify for entry to the Poster Prize competition, details of which will be given in the final programme. All posters will be located in Hall 2. A board will be

provided, labelled with the poster number, title and authors. Fixing materials will be provided. Please do not affix posters to any place other than the board to which it has been allocated, and use only the fixing material supplied.

- Posters should be removed between 1330-1600 hrs on Wednesday 8 September. Posters not removed by this time will be removed from the boards and may be destroyed.

Structure of poster sessions and role of the Chairperson

- Each themed group has been allocated a discussion session in the programme which will take place around the poster boards. Presenters should meet the Chairperson by the poster boards ten minutes before the scheduled start of the session. The Chairperson will lead the group round the boards, each presenter giving a 2-3 minute introduction of his/her poster to the group. This will be followed by a short period for questions and discussion. The Chairperson will introduce each presenter and keep the session to time. Any time at the end of the session could be used for discussion or for individual viewing. No audio-visual aids, other than the poster, will be available.
- In addition to the formal poster presentation session, presenters are encouraged to be available by their poster at some time during lunch and/or coffee breaks. It is helpful to fix a note to your poster board indicating when you will be available if anyone wishes to meet with you outside of the scheduled session. A handout with the key messages of your poster and your contact details is helpful, and you are encouraged to bring some with you.