

Information for presenters

eLearning Symposium: University of Glasgow, Wolfson Building

4-5 September 2010

Short Communication Sessions

Short Communication Sessions: Each presenter is allocated 10 minutes for presentation followed by 5 minutes for questions. All sessions will have a chairperson. During any discussion time at the end of the session the chairperson will take questions from the audience.

- Hand in your PowerPoint presentation on CD or USB device at the Student Desk in the Atrium from 0800 hrs on Saturday 4 Sept, *at least two hours before the start of your session*. Your presentation 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;
- 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;
- **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.

Role of the chairpersons of short communication sessions:

- Before the session starts, check that the presenters have arrived; any last minute changes to the programme will be provided immediately before the sessions starts. You need not worry about loading the presentations as this will already have been done. A student will be available to assist you if required;
- Introduce each speaker according to the programme, and ask him/her to stop speaking when the allotted 10 minute presentation period is over (*a timer will be provided for your use*);
- Allow 5 minutes for questions between presentations;
- Take questions from the audience during any discussion time remaining at the end of the session;
- Draw the session to a close and thank participants.

Poster sessions

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 Saturday 4 September from 0730 hrs hrs in the Wolfson Building. A board will be provided, labelled with the poster number, title and authors. Fixing materials will be provided. Posters should be removed between 1700-1800 hrs on Sunday 5 September.

Structure of poster sessions and role of the Chairperson

- Posters will be presented in two themed groups 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 5 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.

Please refer to the document [‘Hints on Preparing Posters for AMEE Conferences’](#)