GUIDELINES FOR PODIUM PRESENTATIONS

Update: 2016-03-23

Planning your presentation

- These presentations will follow a traditional conference format of multiple, parallel tracks with short presentations followed by questions and answers (Q&A). However, please aim at facilitating discussion using active elements during your talk.

- Remember to present not only the central points of your work but also what others can learn from your results and experiences!

- The total length of all sessions is 70 minutes. This includes the session chair's introduction of the speakers, the presentations, as well as the Q&A sections.

- Each session of the *Engineering Education Research* track contains presentation of two papers. Each presentation is allocated 35 minutes (20 minutes presentation + 15 minutes discussion).

- Each session of the *Advances in CDIO* and *CDIO Implementation* tracks contains presentation of three papers. Each presentation is allocated 20 minutes (15 minutes presentation + 5 minutes discussion). At the end of the session, there is a 10 minutes concluding discussion lead by the session chair.

- It is highly recommended that you reserve enough time for questions and discussion. They are important elements of the conference. You are asked therefore to keep within your allotted time and allow sufficient time for Q&A. Session chairs will strictly limit each presenter's total time.

- There are also a set of special sessions that utilize, for example, a specific method to engage the audience. The authors of these sessions will be contacted separately by the session chairs before the conference. The total length of these sessions is also 70 minutes.

Practicalities

- Presentations will take place in auditoriums which are equipped with a computer (Microsoft Windows 7 operating system, Microsoft Office 2013, Adobe Acrobat Reader, and VLC multimedia player) connected to a digital projector.

- If any special PC facilities or file type support are required these may be facilitated but you must let us know in advance by sending email info@cdio.fi.

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Turku, Finland
www.cdio.fi

- All presenters are required to submit their presentation by e-mail to info@cdio.fi in advance, no later than June 5, 2016. This is required to ensure that the presentation will be installed and displayed in the appropriate auditorium.

- Please use the paper submission number followed by underscore and the last name of the first author of your paper as the name of your presentation file, for example `123_Smith.pdf` or `123_Smith.pptx`. PDF format is recommended.

- Just in case, please, have your presentation on a USB memory and remember to take it with you to the right place at the right time.

During the conference

- Please, find the auditorium where your presentation is allocated in advance so that you can easily reach it during the break. Be present at least five minutes before your session begins.

- For each session, there will be a chair who will introduce the session and control the Q&A section. The chair will also have responsibility for ensuring sessions run strictly on schedule. The session chair informs you when you are running out of time and will stop the presentation at the end of your allocated period. Please be prepared for this.

- Introduce yourself to the chair and give him/her your visit card.

- Check that your presentation is available and uploaded on the computer. A technician will be available to assist you during your presentation.

- Remember that you have a limited time to give your presentation and answer questions.

- If a presenter is missing he/she is not waited for. The next presenter will take the place of the missing presenter and the session will end before the allocated time.