

## CONFERENCE TALKS

- Aural communication that presents on innovative practices or methods, research findings, etc.
- 3 x 20 mins/talk, 75 min session length

This session format is a traditional conference presentation - i.e., a brief summary communicating the “lessons learned” from practice or research. Each session is a collection of three (3) individual presentations. Talks are assigned to a “Conference Talk” session based on common topics and themes.

Typical format for this session type: (1) a Session Chair introduces the topics and the presenters (2-5 mins); (2) a Conference Talk (presented by the main author or authors) is allocated a total of 20 minutes (15 mins presentation, 5 mins for Q&A); (3) (optional) a Discussant brings the presentations together and helps to identify a common message (8-10 mins).

### *Room set-up:*

Room is set up with a podium and project for individual talks.

### *Presentation guidelines:*

Each presenter is asked to prepare a PowerPoint (or equivalent) presentation for their 15 min talk. Note that the best presentations are considerate of the audience (number of slides, readability of slides (font choice, size and color), etc.). A good rule of thumb is to keep the ratio of slides to one per every two minutes– i.e., fewer slides to the time allocated. Presenters are asked to be attentive and respectful of their time allocation to allow all talks to have an equal amount of time.

---

## INTERACTIVE PRESENTATIONS

- Communication, activity and/or demonstration that engages the audience
- Multiple presenters, total 75 mins session length

This session format is interactive and consists of multiple presenters (between 4-6) – generally based on multiple presentations and individualized discussion.

### INTERACTIVE PRESENTATIONS (75 MINS TOTAL)

A typical format for this type of session: (1) a Session Chair will describe the format for the session (2-5 mins); (2) each of the 4-6 Presenters makes a brief oral presentation or “pitch” (5-7 mins) that describes their topic (i.e., a preview of what is at their station) to the entire audience as a group; (3) this is followed by a Break-Out sessions (approximately 30 mins) where the audience spreads out and moves around the room in small groups to engage with the presenters in direct discussion at individual stations; (4) this is followed by a reconvening of the audience for a discussion, which can be moderated by a Discussant who brings the key ideas together (15-20 mins). Each presenter is asked to be attentive and respectful of the time allocation for their presentation.

### *Room set-up:*

Room set up with individual stations (poster boards) for each presenter.

### *Presentation guidelines:*

Each presenter should prepare: (1) a poster (see description below); or (2) an interactive demonstration set up on a laptop computer.

## **SYMPOSIA** (focused examination or panel discussion)

- Symposia consist of 3-5 presentations – organized around a single topic.
- *Note that Symposia are a very competitive category of presentation and should be selected ONLY if the presenters/authors have an important topic they wish to present or discuss as a group.*

### SYMPOSIA SESSIONS (75 MINS TOTAL)

A typical format for this type of session: (1) a Session Chair introduces the symposium; (2) presentations by each Contributor; (3) the session concludes with a Discussant who expands on the topic and describes how the presentations collectively add to the field. The time allocated to each of these components is determined by the symposium organizer. Note, that symposia can also be interactive and may consist of a panel discussion or be devoted to activities such as discussion among the presenters and discussants.

#### *Room set-up:*

Room is configured in accordance with the organizers' needs - e.g., panel of presenters, round table, interactive.

#### *Presentation guidelines:*

Determined by symposium organizer.

---

## **POSTERS SESSIONS** (graphical displays)

- Posters consist of graphical displays that provide opportunity for discussion and explanation of experiences and/or materials.
- It is a good idea to make a number of handout-sized copies (about 20) of the poster to distribute to interested parties.

### POSTER SESSIONS (90 MINS TOTAL)

A typical format for this type of session: (1) presenters set up their posters on the poster boards in a large hall ahead of the assigned time-period; (2) presenters have informal individualized discussions with small groups throughout the 90-minute time slot, generally during the lunch period.

#### *Room set-up:*

Room is set up with poster boards.

Guidelines on how to make a poster should be consulted. The typical poster is made on poster paper, poster size 120 x 90 cm (48 x 36 inches). The font size should be large enough to read from 1 meter distance (approximate font sizes: Title = 60-80 pt; Heading One = 40-60 pt; Body Text = 30-40 pt). Information on the poster should be self-explanatory, and feature key ideas. For extra help with poster preparation please contact the SALTISE team here: [info@saltise.ca](mailto:info@saltise.ca).

**POST-CONFERENCE WORKSHOP SESSION** (3 hours - Tuesday afternoon)

- *Note that Workshops are a very competitive category of presentation and should be selected ONLY if the presenters/authors have an important topic they wish to present in an interactive manner.*

A typical format for this type of session: (1) Workshop leader introduces the workshop; (2) participants are engaged in hands-on activities; (3) the session concludes with a wrap up that consolidates the experience with take away materials and new knowledge about the topic. The time allocated to each of these components is determined by the workshop leader(s).