

## PRESENTATION GUIDELINES PER SESSION FORMATS

### FULL PAPER PRESENTATIONS:

Each paper will be given a 20 minute presentation period followed by a 10 minute discussion period, led by the session chair.

Please design your presentation to fit within a 20 minute slot. Session Chairs will be strict about this time limit in order to allow adequate time for audience participation in discussion and also for the next presenter to set up.

Set up your presentation on conference computers before the session. If it is necessary to use your own laptop, this may be possible, but you should have alternatives available. Laptop setup time will be included in your presentation time.

### SHORT PAPER PRESENTATIONS:

Each short paper will be given a 10 minute presentation period followed by a 5 minute discussion period, led by the session chair.

Please design your presentation to fit within a 10 minute slot. Session Chairs will be strict about this time limit in order to allow adequate time for audience participation in discussion and also for the next presenter to set up.

Set up your presentation on conference computers before the session. If it is necessary to use your own laptop, this may be possible, but you should have alternatives available. Laptop setup time will be included in your presentation time.

### POSTER SESSIONS

At poster sessions, the audience will freely move around to view posters and discuss them with presenters. The two plenary poster sessions will be concurrent with an extended coffee/sweets reception. The duration of the session is one hour.

Each station will include and provide a poster board [ 1,00 (height) x 1.60 (width) meters ] as well as a Table. You can use the whole or just a part of the available poster board. Electrical power will be available, per poster station. There will be wireless Internet in the room.

Presenters are encouraged to provide additional details about the technology, or the research they are presenting via posters and discussions with attendees. Presenters must be available for discussion throughout the Poster Session.

### INTERACTIVE PAPER SESSIONS (full and short papers):

Papers assigned to these sessions will benefit from extended time for discussion with and/or demonstration to an audience sharing your interests.

1. Each presenter in the session gives a *5 Minute* presentation providing an overview of their work to the full audience. Session Chairs will hold strictly to the five-minute limit.
2. After all presentations are done, authors will then move to their "stations" described below, and conference participants will then choose and move to the stations that interest them.
3. Presenters and participants interact for the remainder of the session.

(a) Regarding *full papers* Interactive sessions: We recommend that presenters plan for *15 minutes of interaction*, and provide participants with the opportunity to move to a new station every 15 minutes.

(b) Regarding *short papers* Interactive sessions: We recommend that presenters plan for *10 minutes of interaction*, and provide participants with the opportunity to move to a new station every 10 minutes.

Each station will include and provide a poster board [ 1,00 (height) x 1.60 (width) meters ] as well as a Table. You can use the whole or just a part of the available poster board. Electrical power will be available, per poster station. There will be wireless Internet in the room.

You may choose how to use your time at the presentation station. Options include:

- \* Demonstration of software or physical artifacts
- \* Presentation using a poster
- \* Presentation using a laptop

In any case, the most important aspect is discussion with your audience based on any of the above (or a combination of them).

Please prepare all the material during the break before your session starts.

### GENERAL INFORMATION

In all sessions, a computer connected to a data projector will be provided. Please contact CSCL2009\_local@aegean.gr if you have any special A/V requirements.