GUIDELINES FOR PODIUM PRESENTATIONS
April 27, 2018

Guidelines in brief

Below is a summary of important points from the following sections. Please read on further for more details.

- Presentations will be running simultaneously in separate sessions of 70 minutes each.

- Including Q&A, presentation times will be **20 minutes** for *CDIO Implementation* and *CDIO Projects in Progress* papers, and **35 minutes** for *Engineering Education Research* and *Advances in CDIO* papers.

- Prepare all the files you need for the presentation on a USB memory stick and upload them onto the computer of your assigned room during one of the break times before your scheduled session.

- Always follow instructions from the session chair as they are responsible for the session beginning and ending on schedule.

Planning your presentation

These presentations will follow a traditional conference format of multiple simultaneous tracks that include short presentations followed by questions and answers (Q&A). Please aim to facilitate discussion during the Q&A with active elements during your talk.

Remember that your audience will be interested in what they can learn from your results and experience, so it is critical to include some reflection in addition to reporting the central points of your work.

The total length of each session is 70 minutes. This includes the session chair's introduction of each speaker, the transition time between speakers, the presentations, and the Q&A discussions.

Each session will contain two or three papers to present within the 70-minute timeslot, and the time for each presentation will be allocated appropriately. The session chair will be responsible for keeping track of time, so please be mindful of signals from your session chair while speaking.

Each session of the *CDIO Implementation* and *CDIO Projects in Progress* tracks will contain three papers under normal scheduling circumstances. Each presentation will be allowed 20 minutes (15 minutes for presenting + 5 minutes for discussion). There is an additional 10 minutes at the end of each session for the session chair to facilitate a concluding discussion.

Each session of the *Engineering Education Research* and *Advances in CDIO* tracks will contain two papers. Each presentation will be allowed 35 minutes (20 minutes for presenting + 15 minutes for discussion).

It is highly recommended that you prepare to have sufficient Q&A time. Being able to discuss your presentation content with other participants is an important element of the conference. Furthermore, the session chair will strictly keep each presenter's allocated time and limit discussions for presentations that go beyond their limit.

Technical details

Presentations will take place in classrooms equipped with a computer (Microsoft Windows 10 operating system, Microsoft Office 2016, Adobe Acrobat Reader DC 2018, Windows Media Player 12) connected to a digital projector and audio system.

If you have any special PC or file type requirements, it may be possible to prepare such support if you contact the organizers by email (cdio@kanazawa-it.ac.jp) well in advance. Please understand that it may be difficult to fulfill your request if it is made too late with respect to the start of the conference.

Please bring your presentation on a USB memory stick which you can use to copy the file onto the computer in your assigned room before the session begins.

During the conference

Please find the room where your presentation will be held when you arrive at the conference venue so that you can easily reach it to transfer your presentation file. During one of the break times before your presentation, copy your file from your USB to the computer in your assigned room. This should be done with enough time to confirm the operation of your slides, including any videos or sound that may be embedded, while keeping in mind that other presenters will need time to do the same.

Arrive at your scheduled room at least 5 minutes before your session begins. Introduce yourself to the session chair and give him/her your business card if you have one. This will make it easier for the chair to introduce you at the start of your presentation.

Please follow any instructions given to you by the session chair. The chair will be responsible for introducing each session, facilitating Q&A discussions, and keeping the presentations strictly on schedule. You will be notified by the chair when you are running out of time, and he/she will move on to the next speaker at the end of your allocated time. Please be prepared for this.

Ensure that your presentation is available and accessible on the computer before the session begins. A technician will be nearby to assist with any technical difficulties during your presentation.

If a presenter is not present at the time that the presentation is scheduled to begin, the chair will ask the next presenter to begin instead and the session will end before the allocated time.