



EDUCATION FOR SUSTAINABILITY

CIES 2019 —————
San Francisco • April 14-18, 2019

Presentation Guidelines and Tips

Session Chairs

Chairs play an essential role in moderating panel sessions and ensuring their success. In addition to carefully monitoring the time allowed for presentations, chairs typically offer a brief welcome and moderate the Q&A discussion with the audience after the presentations.

- Chairs should arrive early to ensure that all presenters are present and have loaded presentations onto the laptops provided in each conference meeting room in advance of each session (if applicable). At some point during the session, a volunteer room monitor will pass by the room to record details about any “no-shows.”
- Chairs are responsible for equitably dividing the 90-minute presentation time between all individual presentations. On a panel with 3-5 presentations, each presentation should receive 12-15 minutes. Although it may be challenging at times, please be diligent in monitoring time and convey that each accepted presentation deserves its full time in front of the audience. Meeting rooms will be equipped with materials to signal 5-minute, 1-minute, and “Time’s Up!” warnings to presenters.
- Ensure that 20-30 minutes remain at the end of the session to allow questions from the audience. It is not advisable to allow questions after each individual presentation, as this prevents cross-engagement between individual presentations and is an inefficient use of time. Please instruct the audience to hold all questions and discussion until the end.
- When moderating discussion, repeat questions or statements from the audience. Ask speakers to identify themselves.

Formal Paper Presenters

In 90-minute panel sessions, formal paper presenters discuss their research briefly, followed by audience discussion. A maximum of 5 presenters will be assigned to each panel and each presenter will have 12-15 minutes to present. In the case of multi-authored studies, more than one person may present within these 12-15 minutes. Each paper session is assigned a chair who moderates and monitors time; a discussant may also be assigned by conference organizers to offer commentary and critique, and to elicit discussion following the individual presentations. Paper sessions will be scheduled in meeting rooms with laptops and overhead projection technology but no sound or internet capability on the laptops provided by CIES.

- Presenters should email their paper to co-panelists as well as to the session Chair/Discussant one month before the conference. Chairs or discussants have a responsibility to read and comment on each paper. To access contact information for co-panelists, visit cies2019.org/program and follow steps to login to the All Academic system; search for the presentation in the program and click on presenter names to access email addresses.
- Keep in mind the diversity of the audience at CIES conferences. CIES spans many disciplines, nationalities, languages, cultural communities, and learning styles. To ensure you are as inclusive as possible in your presentation, do not assume that your audience understands the national and cultural context of your research.
- When preparing your PowerPoint presentation, consider using a high-contrast color scheme and maintain a large font size. Provide minimal text on each slide with only a few key points.
- Save your PowerPoint presentation to a USB flash drive and arrive to your presentation room early in order to load it onto the connected laptop.
- During the presentation, speak loudly, clearly, and at a comfortable pace that makes possible interpretation and/or translation. Vary the tone and level of your voice so as help keep the audience engaged.
- Avoid jargon or technical terms, and explain acronyms the first time you use them. Provide a verbal description of images and charts.
- Consider bringing a few print copies of your paper or your PowerPoint presentation for audience members who would like to follow along with you.

Round-Table Presenters

In 90-minute round-table sessions, several circular tables will be arranged throughout the meeting room. Audio-visual equipment is not provided for round-table sessions. At each table, 3-5 round-table paper presenters will be seated and joined by interested conference attendees. After each presenter gives a short presentation on their study, collective discussion by presenters and attendees follows, providing an interactive setting for those who seek to engage in discussion about their work. While many of the suggestions for formal paper presenters (see above) also apply to round-table presenters, this session format is designed to facilitate conversation between the presenters and a smaller, more-focused audience.

- Each individual presenter should take no more than 15 minutes to present their own work.
- As there will NOT be audio-visual equipment available during the session, presenters may wish to share charts or figures on a personal laptop or portable device. Presenters may also provide handouts to help engage the audience and facilitate feedback.
- Although not required, presenters may consider emailing materials to co-panelists in advance of the conference. To access contact information for co-panelists, visit cies2019.org/program and follow steps to login to the All Academic system; search for the presentation in the program and click on presenter names to access email addresses.

Poster Presenters

Poster sessions combine a visual summary of the findings of a paper/study with the opportunity for individualized, informal discussion of the presenter's work. Individual poster presenters set up displays representing their papers/studies in a large area with other presenters. Posters will be set up in a prominent space throughout the day, while dedicated 90-minute poster sessions will facilitate interaction with between poster presenters and interested conference participants. Audio-visual equipment is not provided for poster sessions, but presenters may choose to distribute handouts. Boards and pins will be provided for poster display.

- Poster sessions will take place in two large foyer spaces at the conference venue. During each daily poster session, poster presenters will be expected to stand beside their posters in order to engage with the interested audience.
- You will be assigned a specific location for your poster and asked to pin it onto a large rolling corkboard. Each board (approximately 4 ft. tall x 8 ft. wide) will have room for two individual posters.
- Please be sure to put your poster on display by 9am in the morning, so that conference-goers can walk by, view your poster, and return during the poster session later in the day to ask questions. You may take your poster down after the poster session has ended (by 5pm).
- Although a specific poster size or orientation is not required, the maximum size permitted is 48" x 48" (or 4 ft. x 4 ft.).
- Be sure to include your title, author names, and affiliations at the top of the poster. Remember that your poster may be viewed from a distance of several feet, so font sizes should be large enough to easily read, and figures and tables should be kept as simple as possible.
- If you wish to have your poster printed professionally and delivered to the conference venue, please consider placing your order with PhdPosters.com—which offers a special discount of 10% for all conference attendees with a flat \$5 on-site delivery fee. Your poster will be available for pick up at the CIES 2019 San Francisco registration desk. To take advantage of this offer, please visit sfphdposters.com/CIES2019.

Book Launch Presenters

In 90-minute book launch sessions, several circular tables (round-tables) will be arranged throughout the meeting room. Audio-visual equipment is not provided for book launch sessions. At each table, the author(s) of a recently-published book will be seated and joined by interested conference attendees. After each presenter gives a short presentation on the book, collective discussion by presenters and attendees follows, providing an interactive setting for those who seek to engage in discussion about their work.

- Each book will be assigned a specific round-table in the meeting room.
- Books may not be sold during the session, but free copies may be distributed at the discretion of the author(s).
- As there will NOT be audio-visual equipment available during the session, presenters may wish to share information on a personal laptop or portable device. Presenters may also provide handouts, order forms, or signed copies to engage the audience and facilitate feedback.

PechaKucha Presenters

In 90-minute PechaKucha sessions, presenters will take turns displaying exactly 20 PowerPoint slides and accompanying them with narration. The slides should be programmed to advance automatically every 20 seconds, for a total presentation time of just under 7 minutes for each presenter. While the slides should incorporate content relevant to the conference theme, speakers should avoid reading text included on the slides. The slides also should incorporate elements of graphic design—resulting in a presentation that is challenging and exciting for the presenter and audience alike. The goal of this format is to articulate a topic in a concise, informative, and engaging manner. PechaKucha presentations will be scheduled in meeting rooms with overhead projection technology but no sound or internet capability.

- Save your PowerPoint presentation to a USB flash drive and arrive to your presentation room early in order to load it onto the connected laptop.
- Keep in mind the diversity of the audience at CIES conferences. CIES spans many disciplines, nationalities, languages, cultural communities, and learning styles. To ensure you are as inclusive as possible in your presentation, do not assume that your audience understands the national and cultural context of your presentation.
- During the presentation, speak loudly, clearly, and at a comfortable pace that makes possible interpretation and/or translation. Vary the tone and level of your voice so as help keep the audience engaged.
- Your session chair will ensure that all PechaKucha presentations run on time during the session.

PhDPosters.com[®]

Your Research Poster, Printed For Less

For Researchers, By Researchers.

PhD Posters is owned & operated by grad students and former grad students. We make posters ourselves, so we know what you need.

So Very Easy.

Your poster will be delivered to the event coordinator of CIES and you can pick it up at registration! Traveling abroad and want to take your poster easily with you? Try our foldable satin fabric. You can pack your poster with your clothes and iron it out at home.

Save Time and Money.

No need to worry about traveling with a bulky poster tube, forgetting it on the plane, or paying high prices for those larger print shops. Make your trip easier and have your poster beat you to the hotel!

Highest Quality.

PhD Posters uses the same photo-gloss paper and HP DesignJet™ printers as the big boys. We may be cheap, but we don't compromise on quality.



To receive your 10% discount and flat \$5 delivery fee please go to:

www.SFPhdPosters.com/CIES2019

	36" x 42" or 36" x 36"	48" x 42" or 48" x 36"	60" x 42" or 60" x 36"	72" x 42" or 72" x 36"	84" x 42" or 84" x 36"	96" x 42" or 96" x 36"
Semigloss Paper	\$39.99	\$52.99	\$65.99	\$78.99	\$91.99	\$104.99
Foldable Satin Fabric	\$69.99	\$92.99	\$115.99	\$138.99	\$161.99	\$184.99

36" x 42" for only \$39.99!