



We know that many of you are experienced presenters, but please read through these general guidelines to help you plan the abstract for your parallel session, workshop (SEC or Digital Festival) or exhibit. Specific guidance on the theme itself is available in the **Further information** document, also available from <http://goo.gl/nKwXCw>

Criteria for acceptance of abstracts

Proposals are considered by the SEC & Digital Festival Steering Group and are reviewed for acceptance against the following criteria:

- Relevance to the SEC and Digital Festival title and themes
- Clarity and coherence of the abstract
- Contribution to curricular and / or co-curricular activity and / or support, and evaluation of student engagement
- Clear opportunities for delegates to actively engage in the session – particularly in workshops – and to reflect on transferability to their own practice / discipline / service.

General

- Does your paper address the main SEC5 and Digital Festival 2016 theme and does it disseminate good practice and innovation in student education or technology?
- Consider inviting students to participate in your contribution – delegates always feed back to us that they appreciate hearing first-person feedback from 'end users'.
- What is the main message you are trying to communicate? It probably is not the background and methodology to a project or curriculum innovation, but is more likely to be your findings or evaluation of learners' or co-workers' experiences.
- Imagine you are a participant in the session – what would make you want to engage with the speaker and what might make you switch off?
- Keep to time – overrunning means that delegates have less time to get to other sessions or to refreshments. Other speakers might also end up having their speaking time reduced.
- A chair will be appointed to each talk. Please make yourself known to them before you present and agree time warnings. Five- and one-minute warning sheets are left in each venue for chairs to use.
- Speakers are responsible for providing their own handouts. Delegate numbers for your talk will be sent to you a few days before the Conference.
- Consider bringing a few copies of your session outline for delegates with hearing difficulties or who are partially sighted. You will be notified if a delegate who has declared that they have a disability that might impact on how you deliver your session registers for your talk. Likewise, if you have any access requirements that we can help with, please tell the Conference Team.

Parallel sessions – 30 minutes

- Please do not simply read from a script – use your parallel session as an opportunity to present your main findings and ideas, demonstrate transferability to other disciplines / services, discuss issues, and offer advice and encouragement. You should engage in discussion with delegates and allow them to take away practical and constructive information.

- It is recommended that you present for 15-20 minutes and allow 15-10 minutes for questions and discussion.
- PowerPoint or Prezi can be useful for structuring presentations, but avoid including too much information or using too many slides. Ideally, aim to use no more than six to ten slides in a 15-20 minute presentation.
- If using slides, use at least an 18-point font, use space effectively and think carefully about the colours you use: how are they going to look from the back of the venue, would a delegate with a visual impairment be able to read them? The Conference Team has a PowerPoint slide template that can be provided on request.
- Use diagrams, tables, charts and photographs to illustrate points.
- Delegates have chosen to attend your session on the strength of your abstract, so remember not to stray too far from it.

SEC Workshops – 60 minutes

- Workshop participants should be actively engaged in these highly interactive sessions. Delegates should be provided with plenty of opportunity for discussion (both with each other and with you), individual reflection and action planning.
- Can you give participants something they can work on once SEC has finished? Work out what you want your participants to take away with them – not just paperwork, but inspiration or ideas that could change their practice.
- Plan carefully what you want delegates to do on the day – do you want them to work by themselves or in groups?
- Once delegates start to workshop in their groups or individually, keep your inputs short and focused.
- Keep some flexibility in the structure of your workshop to allow for any topics that delegates might bring up. However, remember not to stray too far from the remit of the workshop as this can be irritating for delegates who came to engage with the topic as presented in the programme abstract.
- Have some additional activities planned in case some go more quickly than you anticipate or which now seem inappropriate given the way the discussion has gone.
- Use whole-group plenaries to draw themes together rather than just having every sub-group reporting similar things.
- Treat your 60 minutes as an upper limit, not a target – allow time for summing-up and close with 'what are you going to do as a result of this workshop?'

Digital Festival Workshops – 15 minutes

- Presentations must reflect the main theme of the Conference as well as the specific workshop theme for which they are being proposed (which are *Online distance learning* and *E-assessment*).
- Contributions are welcomed on any aspect of the workshop theme.
- Contributions for each workshop will be generally limited to three presentations of 15 minutes each.
- Each contributor will have ten minutes to present on the theme and five minutes will be allotted for questions on each presentation.
- Please do not simply read from a script – use your slot as an opportunity to present your main findings and ideas, demonstrate transferability to other services / disciplines, discuss issues and offer advice and encouragement.
- Fifteen minutes is set aside for questions and discussion involving all presenters at the end of each workshop.
- Once the programme is finalised, we will contact you to ask what kind of space you wish to deliver your presentation in and whether you will require any non-standard software or equipment.
- Workshops are chaired by a workshop lead who will contact you in the run-up to the event to discuss running order, etc.
- Please defer to workshop leads on matters of timing on the day.

Exhibits

- Exhibits are an ideal way to let colleagues know about a project in its early stages, or in a less formal environment than a parallel session or workshop.
- Stands are also an ideal way to demonstrate or showcase technology you are using or developing, and how you are using this in your teaching.
- Exhibitors can use their stand to gather feedback from colleagues about technology they are using or a project or initiative they are trialling.
- Consider inviting students / service users to help staff your stand so they can deliver first-hand, personal feedback on your use of technology, or your project or initiative.
- Dedicated programme time for delegates to visit the SEC5 and Digital Festival Exhibition Area has been scheduled on Thursday afternoon along with all programme breaks on Friday.
- Setting up and dismantling stands – unless otherwise agreed, all stands must be dressed by 15.30 on Thursday 7 January and not dismantled before 14.00 on Friday 8 January.
- Equipment – unfortunately we are unable to provide exhibitors with any equipment beyond furniture and display boards – exhibitors bringing any additional equipment with them do so at their own risk.
- Security – although a member of the SEC5 and Digital Festival team will be present in either side of the Exhibition Area in Parkinson Court during all even hours, exhibitors are responsible for the security and safety of their own equipment.
- Overnight storage – a small lockable room in which to store any equipment of value overnight on 7/8 January is available – space will be allocated on a first come, first served basis and exhibitors leaving any equipment here overnight do so at their own risk.
- Staffing stands – unless otherwise agreed, stands must be staffed during the following times: Thursday 7 January from 16:00 to 18:00; Friday 8 January during morning registration (08:30 to 09:30), during morning break (11:10 to 11:40), and during lunch (12:50 to 14:00).
- Stand furniture – exhibitors are provided with a table, table cloth, display boards and chair(s) – stands will be set up and ready for exhibitors to dress from 16:00 on Wednesday 6 January onwards.
- Additional requirements – we will contact you once the programme is finalised to find out what equipment you will be bringing with you (laptops, projectors, plasma screens, iPads, etc.) and whether you will need to be positioned near a power socket or have access to WiFi, etc.
- Be as imaginative as you like with your stand – use projections, plasma screens, animations, recitals, displays, banners, etc.
- Maximum poster size is A0, although many exhibitors use different configurations of smaller (self-printed) sheets.
- For printing of larger posters, contact the Print & Copy Bureau – go to <http://pcb.leeds.ac.uk/our-services/> or e-mail pcb@leeds.ac.uk
- Exhibitors are responsible for supplying any equipment used on stands. Contact the Conference Team for details of approved hire companies for plasma screens, etc.
- Any electrical equipment you bring should have a valid PAT sticker.

Exhibitors' lightning presentations – 60 seconds

- Exhibitors are also invited to give a lightning presentation in the Rupert Beckett Lecture Theatre on Thursday 7 January.
- This is an opportunity to market your stand to SEC and Digital Festival delegates – again, be as imaginative as you like and deliver your message in a way that will make delegates want to come and visit you.
- Each lightning presentation lasts for 60 seconds.
- Only one presenter per exhibit / poster.
- Only one slide per exhibit / poster.
- Slides must be in the SEC and Digital Festival template so they can all be placed into one correctly formatted presentation thus minimising changeover time between presenters. The Conference Team will send this template to all exhibitors in Semester 1.

Contacting the SEC5 and Digital Festival 2016 team

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Guidelines for SEC4 contributors has been adapted from the SEDA guidelines at www.seda.ac.uk