



## Notes on session formats

### **Taking Charge of your LIS Career:**

#### **Personal Strategies, Institutional Programs, Strong Libraries**

IFLA Satellite Meeting in Milnerton, Cape Town, South Africa, August 12, 13 and 14, 2015

Sponsor: IFLA-Continuing Professional Development and Workplace Learning Section

### **GENERAL INFORMATION ABOUT THE VENUE AND PRESENTATIONS**

The three rooms for the Satellite Meeting are a main auditorium seating 110 and two additional smaller rooms seating 50 and 30, divided by a wall-to-wall divider which can be folded away to create one larger room.

Presentations are being given in different formats. You will find guidelines below for **your specific format as confirmed by the Review Team**. There will be PowerPoint facilities if you are using PowerPoint: please use guidelines below for creating PowerPoint presentations. If you are using another format for visual presentations, e.g. Apple Mac, please convert or bring your own lap top, as most South African equipment is MicroSoft oriented. Do note that visual presentations may be popular and customary but they are not compulsory, if you would rather just talk!

**NB: Do not rely on being able to download your presentation from the Internet at the meeting** – the extent of internet connectivity to be available is not confirmed and the Milnerton Library is not wifi equipped. For technical questions, please contact Flippie Van Der Walt, [Phillipus.VanDerWalt@capetown.gov.za](mailto:Phillipus.VanDerWalt@capetown.gov.za)

You should please submit by email your presentation in electronic format by August 1 to Ewa Stenberg, [ewa.stenberg@mah.se](mailto:ewa.stenberg@mah.se). In addition, every presenter should bring a personal flashdrive (memory stick) with their presentation for uploading at the Satellite meeting.

The Session Chair for each session will briefly introduce and assist each presenter, and manage the time allocated to each speaker and for discussion. **Please provide a very brief introductory bio of no more than 3 lines for introduction and note carefully the time allotted to your particular format.**

To ensure the smooth running of the conference, it is essential that presenters keep to their scheduled time: you may find it helpful to practise speaking your presentation out loud and timing it before you come to the meeting!

Please keep in mind that English is the language of the conference but by no means all delegates are first language English speakers. You should therefore plan to speak more slowly and clearly in your presentation than you would in casual conversation, and this will affect the time you have been allocated.

If you have special technical or other requirements please inquire in advance if these can be met. **REMEMBER TO BRING YOUR CONNECTION AND CHARGER CABLES WITH YOU FOR ANY DEVICE YOU BRING!**

## **GUIDELINES ON PRESENTATION FORMATS**

### **PUBLISHED PAPER PRESENTATIONS (i.e. papers accepted for publication in the Online Proceedings)**

- You will have **20 minutes** for your presentation.
- There will be a Session Chair for a block of **two presentations in each session**.
- A valuable part of the Satellite meeting is allowing for questions and answers; we ask that you follow the directions of the Session Chair for your 20 minute presentation so that the audience can then participate in a rich discussion.

### **PRESENTATIONS not included in the Online Proceedings**

- You will have **15 minutes** for your presentation.
- There will be a Session Chair for a block of **three presentations in each session**.
- A valuable part of the Satellite meeting is allowing for questions and answers; we ask that you follow the directions of the Session Chair for your 15 minute presentation so that the audience can then participate in a rich discussion.

### **PERSONAL STORY**

- You will have **10 minutes to present your personal story (you may need to edit your story very carefully to fit the time)**.
- There will be a Session Chair for a block of **four presenters in each session**.
- A valuable part of the Satellite meeting is allowing for questions and answers; we ask that you follow the directions of the Session Chair for your 10 minute presentation so that the audience can then participate in a rich discussion.

### **ROUND TABLE DISCUSSION**

- The purpose of a Round Table discussion is to have a facilitator who structures a session where all the participants can discuss a topic of interest. **You will have 25 minutes for your discussion**. We suggest the following format: introduction of topic 5 minutes, discussion 15 minutes, summary 5 minutes.
- You will facilitate your Round Table discussion twice during a session of 60 minutes; the participants will change table after the first time so you will have a new group the second time. The Session Chair will help you keep to time.

- Since the time is quite limited, make sure you keep the introduction short and it is best if you have prepared questions to open the discussion

## **WORKSHOP**

- You will have **60 minutes** for your workshop.
- To support interactivity the workshops will be held in the two smaller rooms and not in the auditorium.
- Each workshop will have a Chair to briefly introduce you and keep you to time
- **NB: There will not be access to photocopying equipment onsite; please bring all workshop materials that you might need with you.**
- Plan for about 20 - 25 participants in your session.

## **TECHNICAL EQUIPMENT**

Each room is equipped with a laptop, a projector, and a screen - in the two smaller rooms the wall will be used as the screen. There is no wifi; internet connectivity may be limited.

For further technical questions, please contact Flippie Van Der Walt,  
[Phillipus.VanDerWalt@capetown.gov.za](mailto:Phillipus.VanDerWalt@capetown.gov.za)

## **POWERPOINT PRESENTATIONS**

The information below is intended as a reminder to the experienced presenter and as a primer for those less experienced, suggesting ways to make a visual presentation more effective for the audience.

A presentation is an opportunity to **interact** with your audience on your chosen topic, so we ask that you **speak about** the material on your slides, rather than merely reading them aloud (your audience **can** read!). This gives you more freedom and creates added interest for your audience (but remember your time frame!).

### Some Simple Guidelines for Effective PowerPoint Presentations:

To prepare a successful PowerPoint presentation to accompany your talk at the Conference, consider the following:

1. Limit the length of your title so that it fits on a maximum of two lines. On the opening and closing slide, put your email address for those who may wish to follow up with you.
2. Fonts
  - Use medium or bold type fonts that are not too fancy or too compressed.
  - Avoid using thin fonts or small font sizes as these can appear rough on the screen. (Typically, no fonts smaller than 16 points should be used.)

- Stick to widely used fonts such Times, Arial and Palatino. Avoid using non-standard fonts as the computers to be used for presentation may not have those fonts available.
  - Do not use more than three different fonts in your presentation.
3. Be short and concise in your wording. Too much information on the screen is hard to read.
  4. Be consistent in your layout. If you use your institution template, check for overlapping of text with the template design
  5. Use bullet points instead of paragraphs and use no more than six bulleted items per slide.
  6. Keep charts, graphs etc. simple and precise. Text and webshots and typed graphs or tables seldom show clearly unless they are significantly enlarged.
  7. Do not run type, graphics, or photos too close to the edges of the slide.
  8. Keep colours simple and ensure sufficient contrast between the type and the background for maximum readability. Use very light colours on very dark colours or dark colours on light, but not two colours of similar intensity Check on a larger screen than your laptop if possible – contrasts change when enlarged.
  9. Keep special effects to the minimum.
  10. Remember that slides take time to run – build the time into your overall speaking practise time.