



## 9<sup>th</sup> ISSA Annual Conference

### **ACTIVE CITIZENSHIP: DEMOCRATIC PRACTICES IN EDUCATION**

#### **Notes for Presenters**

Congratulations on being selected by the Conference Organizing Committee as a presenter. These suggestions are meant to be a helpful guide. They are based on feedback about successful presentations at recent ISSA Conferences.

Let us provide you with some useful information on the different types of sessions and also with general guidelines for all presenters.

#### **Presenters of individual papers:**

We are very pleased that there has been great interest in the conference. In order to accommodate the large number of diverse and interesting proposals received, we asked the presenters of an individual paper to shorten the length of their presentations to 20 minutes and we asked everybody to consider providing part of the information in the form of handouts and references for further readings. If shortening the length was a major problem for the presenter, we tried to accommodate these requests and allow a 30 minutes time slot for the presentation. This is the reason why in some cases the length of the presentations is different. Most sessions will consist of 4 presentations. For these sessions, we suggest that the 4 presentations are followed at the end by 10 minutes discussion on all presentations. Please note that if a presentation is cancelled we will allow more time for discussion on the other presentations and we do not re-schedule presentations from other sessions.

Papers are grouped on the basis of the abstracts that were submitted in the spring. Every attempt is made to ensure that presenters in each session have some common theme. Occasionally, because of the nature of abstracts, it may happen that the papers grouped within a session do not share many common elements. In this case there should be agreement that each presenter has an equal time including a brief period for discussion and questions.

#### **Presenters of self-organized symposium:**

A self-organized symposium should last an hour and a half. We would suggest that at least half an hour is given to questions and discussion between audience and presenters. Presenters may also wish to have a public dialogue among themselves.

#### **Presenters of discussion groups:**

Most discussion group sessions consist of two 45 minutes discussion groups. The presenter(s) of the discussion group should introduce the topic of the discussion and should be prepared with questions in order to stimulate discussion. They should be facilitating the discussion and make sure that everybody has a chance to participate in the discussion, which should not be dominated by few participants only.

**General guidelines:**

Many delegates will be talking and listening in a second language, therefore we kindly ask you to structure your talk and to provide help to those who may be having difficulty understanding you. In keeping with the inclusive aims of ISSA, conference participants come from a wide range of professional backgrounds and disciplines. Some contributors will be highly experienced and distinguished but there will be many who are not. These colleagues may have something interesting to say but may not be used to presenting, particularly to international audiences. The development of contributors both as practitioners and as communicators is seen as an important part of raising the debate about early childhood issues. The Session Chairs have been selected because of their recognised standing and expertise. They are probably best placed to encourage and support contributors so use them if you need help.

**Equipment available, requested format of the presentation**

We kindly ask you to prepare your power point presentation in following format which is suitable for the Windows XP operational system. Please DO NOT use Windows Vista.

All video sections need to be separated out from the presentation to a DVD disc, version PAL (726 x 576).

This format is the most suitable for the computers provided in the session rooms. If it is not possible to prepare your presentation in this format, we will check it on the spot and, if needed, make adjustments in the format. Please bring your presentation on a USB key (also known as “flash drive,” “USB memory stick,” or “key drive”), or on a CD as computers will be available in session rooms. Please check your presentation in advance of your presentation. Bring your presentation on a pen drive and check with the technical staff in your session room to be sure all files are compatible with the on-site systems and that the presentation works appropriately.

Presenters are asked to leave an electronic copy of their presentation with a technician in the meeting room where the presentation will take place prior to their presentation.

Computers and projectors will be available in each meeting room. If you have any additional equipment requests, please contact immediately Róbert Hohol at: [hoholr@diamond-congress.hu](mailto:hoholr@diamond-congress.hu)

**Preparatory Meeting**

We would recommend that the Chair and all the presenters have a brief preparatory meeting well before the session and, if possible on the previous day. We would recommend that everyone reads each others' abstracts published in the Conference Program, before the session. If possible, have this meeting in the room you will be using for your session so everyone knows where it is. Please check the layout of the room and the equipment that you need.

Please bring your presentation in advance on a pen drive and check with the technical staff of the conference if it is working well.

Agree on a timetable with your session chair. To be fair to all, agreed-upon times will be strictly enforced. If a previously scheduled presenter doesn't show up, the chair will fill the time scheduled with other meaningful discussion, so the speaker coming after the absent presenter is still at the time originally scheduled.

**During the Session**

Try to save a few chairs near to the door so that late arrivals are not disruptive in searching for a place to sit. Begin on time and finish on time. The Chair will introduce you, so make sure she/he has brief accurate details.

Requests from the audience for photocopies of your presentation are your responsibility. We suggest that you bring 30-40 copies of your presentation for delegates who want a copy. Alternatively, you can ask delegates who want copies to leave their name and address on a sheet and e-mail them after the Conference.

**Publications**

Your abstract is published in the Conference Program, which will be published on the ISSA conference website. The Conference Program book was finalized a few weeks before the conference.

Enjoy your presentation and thank you for sharing your work. We wish you a fruitful and enjoyable Conference.

The Conference Organizing Committee,  
September 2008