



HEA STEM conference presenter information

General

Poster presentations

How to? sessions

Paper presentations

Interactive workshops

General – all session types

All presenters and co-presenters, regardless of their session type, need to book their place on the conference. As a minimum, presenters need to book on for the day on which their session is scheduled, although we welcome all presenters to attend the full conference should they so wish. Bookings

While we ask that all PowerPoint (or similar) presentations are sent through to STEM@heacademy.ac.uk by **12 January 2018**, we advise that you also bring your PPT with you on a data or memory stick in case of any problems.

On arrival to the conference, presenters need to visit the registration desk to receive their welcome pack and any instructions for the day. There is no need to register on the following day if you are attending both days.

Please make sure that you are aware of the **time** and **location** of your session. Floor plans and a programme outline will be available on the day, in addition to information being available on the [website](#) and conference app.

WiFi will be available throughout the venue should you wish to link to the internet during your presentation/workshop.

Please note that none of the sessions will be facilitated. As a maximum of two sessions will take place within any hour-long slot, sessions will be self-governing. We ask that any presenters (or teams of presenters) who are presenting 30-minute sessions, where possible, attend the full hour slot and make themselves known to the other presenter in that session.

In scheduling the sessions for the programme, we have taken into consideration the room layout and materials or equipment requests that you submitted as part of your proposal as far as possible.

There will be IT support at the venue, however, if you anticipate any issues (i.e. with playing audio-visual clips), please contact STEM@heacademy.ac.uk in advance so that we can attempt to resolve these ahead of the conference.

If you wish to distribute hand-outs or materials during your session, please either bring these with you, or e-mail them through to STEM@heacademy.ac.uk for printing. It will not be possible to print out hand-outs on the day of the conference.

[Back to top](#)

Poster presentations

Please ensure that you bring your printed poster with you to the conference. On arrival at the conference, please visit the registration desk and you will be informed where your poster should be displayed.

Posters will be on display for the full day and can either be taken home with you or can be left until the close of the day. Please note, posters cannot be delivered back to you, and any posters left after the close of the conference will be destroyed.

You will be expected to talk about your poster during the scheduled poster session, but ideally the content of your poster should be clear enough that it is easily comprehensible to people who are browsing the poster displays during breaks.

Posters can be set up in the exhibition area as soon as you have registered but **no later than 9.30am on Thursday 1 February**.

All materials required to hang/display your poster will be available from the registration desk. If you require any assistance or guidance with putting up your poster, the staff at the conference reception desk will be able to help.

Details of the poster presentations, including date, time and **poster reference numbers** can be found on the online programme available [here](#).

There is one poster session scheduled during the conference, on Thursday 1 February, 10:30am–11:15am, and you will need to be in attendance during their session to give a **three minute presentation** about your poster.

Please note, as these presentations are oral in nature, there are no facilities to run PowerPoint or Presi presentations during these sessions.

For your information, the exhibition space will be split into four separate areas, marked A-D, and it is important to note that four presentations will be running in parallel.

The reference number assigned to your poster denotes the area of the space (A, B, C or D) and the board number (1 to 10) of where your poster should be

displayed (e.g. a poster reference number A3, should be displayed in area A, on board 3 in the exhibition space).

The poster session will be hosted by a lead facilitator who will introduce the full session and keep time. The session will be divided into 3-minute slots, marked by the central ringing of a gong.

Your individual area (A, B, C or D) will also be led by a group facilitator who will ensure that presenters keep to the correct timing and order. Presentations will run in the order that they appear on the posterboards, in line with their assigned reference number.

Please note, when the gong is struck, your time is up and it is the turn of the next presenter in your area to present to delegates.

Once all sessions have run, the session host will formally close the session.

Posters will be on display for the full day and can either be taken home with you or can be left until the close of the day. Please note, posters cannot be delivered back to you, and any posters left after the close of the conference will be destroyed.

[Back to top](#)

How to? sessions (30 minutes)

How to? sessions are short, practical bursts of learning about 'how to' implement specific teaching and learning approaches in STEM subject areas. The session should last for 20 minutes giving time for questions / discussion (10 minutes).

A laptop, projector and screen will be available in the room. Where PowerPoint (or similar) presentations have been submitted in advance, they will be pre-saved onto the laptop in your designated room. If you wish to bring your own laptop, please contact STEM@heacademy.ac.uk in advance to ensure that the appropriate connection cables are available.

[Back to top](#)

Paper presentations (30 minutes)

Paper presentations should aim to give a brief summary of a piece of pedagogical research or a teaching and learning project. Please allow 20 minutes for presentation your presentation with 10 minutes Q&A).

A laptop, projector and screen will be available in the room. Where PowerPoint (or similar) presentations have been submitted in advance, they will be pre-saved onto the laptop in your designated room. If you wish to bring your own laptop,

please contact STEM@heacademy.ac.uk in advance to ensure that the appropriate connection cables are available.

In general, oral presentations have been scheduled into rooms with a theatre-style layout.

Please note that paper presentations will not be facilitated and it is the responsibility of the presenters to ensure good time keeping. A period of time has been allowed between presentations to allow for delegate movement, so please do not commence your session before your scheduled time.

[Back to top](#)

Interactive workshops

To allow for set up and questions and answers, all workshops have been scheduled into time slots of 70 minutes, although if your session comes to a natural close, please feel free to finish slightly earlier than scheduled

Workshops should be activity-based and involve participation from the audience and an exploration with participants about the outcomes of the activity or activities.

A laptop, projector and screen will be available in the room. Where PowerPoint (or similar) presentations have been submitted in advance, they will be pre-saved onto the laptop in your designated room. If you wish to bring your own laptop, please contact STEM@heacademy.ac.uk in advance to ensure that the appropriate connection cables are available.

Flip charts, pens and stationery packs will also be available in designated workshop rooms.

In general, workshop sessions have been scheduled into rooms with a cabaret-style layout. If you wish to re-arrange the layout of the room during your session, please can you ensure that you re-set the room in its original layout ahead of the next session.

[Back to top](#)