BRIDGING INTERCULTURAL DIVIDES IN A DIGITALLY INTERCONNECTED WORLD
Presenter and Poster Guidelines

We have developed this short guide to assist you in preparing for your symposium, talk, or poster at the conference. Inside you will find all the necessary information regarding guidelines and restrictions for your presentations.

Key guidelines summary

- All symposia and paper presentations have been scheduled in either 60 minute slots (3 presentations) or 75 minute slots (4 presentations).
- Sessions that do not keep to time limits can cause delays for following sessions.
- Symposium chairs and paper presenters are responsible for starting and ending their sessions and individual presentations on time.
- Symposium chairs and paper presenters are suggested to be in their relevant rooms at least 5 minutes before the session start (and earlier where possible).
- Where there are two concurrent sessions in the program there is a 5 minute break between sessions for presenter hand over.
- All presenters are responsible for bringing and loading their own presentations onto the computers in their sessions. The conference team will NOT be able to store and preload presentations.
- All poster presenters are responsible for printing and hanging their own posters on their assigned poster board.

Successful Presentation Tips for all Presenters

- Keep backgrounds simple and aim for clarity
- Colours should be sharp and strong in contrast for accessible viewing
- For powerpoints, slide transitions should be kept to a minimum
- Powerpoints in the most up to date format are preferred for presentations
- Do not make text too small or in unreadable fonts
- Simplify text be using consistent keywords rather than sentences
- Only include the most important points and avoid unnecessary detail
- A chart or graph is easier for the audience to process than a table with numbers
- It is helpful to have captions that state the main conclusion that the viewer is intended to draw from your graphics, rather than simply naming the variables included

Symposium Guidelines

A symposium is a focused session in which individual speakers present their research on a common issue related to the theme and topics of the conference. Symposia provide a range of perspectives or methods and integrate these distinct contributions into a meaningful whole.

Symposium Chairs are responsible for bringing and loading all session presentations onto the computers. It is strongly encouraged that Chairs create an overview slide for their session outlining the order of presentations and the schedule. The conference team will NOT be able to store and preload presentations.

Symposia timing guide

Symposia or roundtables with **3 confirmed speakers** have been assigned to a **60 minute time slot** and those with **4 confirmed speakers** to a **75 minute time slot**.

Where a symposium has two sessions these are scheduled back to back in the same room.

Symposia format

The recommended format of a symposium is:

1. A brief introduction of the symposium by the Chair.
2. Presentations (10 - 12 minutes).
3. Discussant optional (10 minutes).
4. Question and answer session.

> The amount of time scheduled and communicated to speakers and the discussant within the constraints of the session timing (60 or 75 minutes) is at the discretion of the symposium chair.
>
> The symposium Chair is responsible for confirming the session structure with speakers and keeping the speakers to time.

Individual Presentation Guidelines

Individual presentations are stand alone research talks that provide an overview of new research findings, applications of research, or theoretical contributions.

Presentation Grouping

Due to the diverse nature of the individual presentations, these have been grouped based on similarity in author identified topic area. Wherever possible the committee has attempted to align complementary presentations into sessions. Papers are grouped into sessions of 3 (60 minutes) and sessions of 4 (75 minutes) talks.

Individual presenters are responsible for bringing and loading their presentations onto the computers in their sessions. The conference team will NOT be able to store and preload presentations.

Individual Presentations timing

Presentations ideally should be **12 minutes** in length with a maximum of 15 minutes.

In sessions with 3 presenters each talk will have 5 minutes Q & A directly after the presentation and in sessions with 4 presenters each talk will have 3 – 4 minutes Q & A directly after the presentation.

Within the time limitations, presenters should communicate theories, ideas, methods, and findings in a clear and effective manner.

Individual presenters are responsible for keeping to their time limits and should assist other speakers to ensure sessions do not run over.

Not all sessions will be able to be attended by volunteers to assist with time keeping, so we strongly encourage presenters to work together to ensure smooth running.

Poster Presentation Guidelines

Poster presentations offer a visual and interactive format for presenting research, making them an excellent choice for sharing work in progress, preliminary findings, or complex data that benefits from visual representation. Including elements like QR codes linking to supplementary materials, videos, or interactive data visualisations can significantly enhance the viewer's experience.

Poster presentation schedule

All poster presentations will take place during an integrated poster and lunch session scheduled on the first day of the conference.

Poster presenters are expected to be in attendance for the first hour (60 mins) of the poster session to address questions and provide context on their research. However, they may elect to display their poster for a longer time period for viewing without the need to be physically present.

All posters must be taken down by **5pm** on the day of presentation.

Poster size and mounting guide

Poster boards and pins will be available to participants. If delegates do not want to use pins they may bring different types of fasteners (e.g., Velcro) to secure their posters to the boards.

Individual posters cannot exceed 1.2m (width) x 1.2m (height). The appropriate size for the poster is portrait oriented A0 sized poster or smaller.

Presenters are responsible for printing their poster, bringing this to the venue, and setting it up (mounting) at the venue. There are no printing services on site.