



---

## Instructions for Presenters

---

REES aims to engage all conference participants in meaningful discussions about engineering education research, and therefore the session format differs significantly from the traditional podium presentations. Our aim at REES 2017 is to encourage, facilitate and support discussion and constructive peer feedback.

Within a Paper Session:

- Each speaker will have 5 minutes (maximum) to present his/her paper;
- Each speaker can NOT use PowerPoint Slides or similar;
- Each speaker can circulate a one-page handout

**One-Page Handouts:** if you wish to provide a handout to each delegate attending the session, please bring at least 45 hardcopies. We advise you to keep the text on the page to a minimum, as the delegates will tend to read the document while you are then speaking. Then everyone in the audience has an artifact associated with each paper, which will help the discussion.

**Timing:** Please ensure the duration of your presentation is under five minutes. Chairs will be instructed to stop a speaker at the 5-minute mark. Keeping to time ensures fairness to all speakers and maximizes the time for discussion.

### **Session Format:**

Each session will have a:

- Chair
- Moderator - to assist the Chair in the selection of questions
- REES 2017 staff member (student facilitator) – to distribute and collect question forms

The session will have the following format:

- Each speaker will give a 5-minute presentation. Speakers can circulate a one-page handout. No questions will be taken between each presentation.
- After the presentations, the Chair will ask the audience to form small groups (2-3 people) for discussion.
- The REES staff member will distribute the question forms to each group (as example form is provided below).
- Each group will decide on two or three questions they would like to ask the speakers, and write them on the forms provided. As indicated on the forms, the questions may be posed to the entire panel or to an individual speaker.
- When a group is ready to submit their questions, the student facilitator will collect the forms and bring them to the chair.
- The Chair, with the help of the moderator, will quickly review the forms and identify the questions that would be of general interest to the audience, most interesting for discussion, etc.
- After the end of the audience group discussions, the Chair will pose the questions to individual speakers and to the panel. The Chair can also take input from the audience as this should stimulate further discussion. The moderator will continue to review the questions and provide the Chair with additional questions as needed.
- There will probably not be enough time to address all the questions. The Chair will allow a few minutes at the end to wrap up, apologize if there wasn't time to discuss all questions, and suggest continuing the discussion during the break/lunch/evening event.
- During the time when the audience are deciding on the questions that they would like posed, the speakers will sit in a group and discuss their projects, the common themes, research methodologies, research design, potential collaborations, etc.