Cultural Encounters and Northern Reflections
WAAE Summit 2012
7 – 10 November, University of Lapland, Rovaniemi, Finland

Instructions for presenters

There will be three panels in operation in each time slot. We have now ca. 90 participants from 30 countries. Your audience will be a mix of arts educators from different organisations, cultures, traditions.

The Strategic Planning sessions in the mornings will be organised by the WAAE Executive Council. We will organise small mixed groups with clear tasks, then larger groups etc. These sessions are very much committee work sessions and require dialogue and listening. The programme of Strategic Planning sessions will be sent to you separately.

The quality of the conference is extremely dependent on the quality of the presentations and the organisers would like to remind you of a few key points:

- Each panel session will be chaired, the chairperson will ensure that presentations are kept to the timetable.

- Do not exceed the time limit for your presentation: **15 minutes.** If you exceed this time limitation you will be interrupted and asked to finish. At the end of the session there will be time for discussion.

- Keep the number of slides at a reasonable level, e.g. max 10 text slides **(PowerPoint only).**

- Do not include links to web pages in your PowerPoint. Use screen shots if necessary and If you need to use sound or video – embed them in the PowerPoint and save as a 'PowerPoint Package'

- In past summits there has always been a mix of more formal and less formal presentations. So how you present is up to you.

- Please be present in the lecture room 15 minutes prior to the start of the session.

How to hand in your presentation slides

Either send your presentation slides in advance to the conference office (congress@ulapland.fi) or bring them with you on a USB memory stick or on a CD Rom. **You cannot use your own laptop in the lecture room!**

Send your presentations no later than 2 November 2012.

Do not take your presentation slides directly to the session rooms. **You must hand them in at the Speaker Service Centre at least 2 hours prior to the start of your session.** All presentations will be transferred over the network to the session room computers. There will be a conference assistant in each session room to assist chairpersons and speakers.

Equipment available in session rooms

- Computer with PowerPoint and access to Internet as well as a data projector for computerised slide presentation
- Microphone(s) will be available in main Fellman Hall only - in smaller panel rooms not needed
- There will be **no** ordinary slide projectors, only computerised slide presentation!

If you have special needs for equipment, please inform the conference office well in advance.

Guidelines on how to prepare your PowerPoint slides

- Your presentation can be loaded onto the network without problems if it does not exceed 100 MB: larger files can cause problems!

- Programme versions in the conference hall computers (all in English): Windows 7, Office2010, Windows Media Player 11 and VLC Player 0.99.

- Use embedded pictures, DO NOT use images linked to other files. Linked pictures will not show up in your presentation! **Accepted picture file formats**: **JPG and GIF**

  Video and audio objects: Use embedded files, DO NOT use files linked to other files. Linked files will not show up in your presentation! Accepted Fonts are the standard Windows fonts. If you use a non-standard (e.g. scientific symbols) font with your presentation, <u>you should supply this non-standard font separately</u> with your presentation. For a normal projection, the font size .24 is sufficient. Use computer resolution 800x600 or max. 1024x768 and 16 or 24 bits.

- Choose under a File, Page-setup, On-screen Show, Size 24 x 18 cm landscape. If you use a standard background format, you have to realise that different consecutive presentations might cause some problems. It is better to choose Apply for the background of each single slide than to choose Apply to all.

- Legibility of the text: <u>How to determine your own legibility:</u> For a 17 inch screen, stand 2 metres away. If you can see your presentation (slide + text) clearly (presentation 100% image) there shouldn't be problems seeing this presentation in a lecture room.

Always make sure you bring a back-up of your presentation!