

## **ConverStation instructions for presenters**

Dear Presenter,

In order to support discussion and interaction, oral paper presentations at ICT4S 2014 will take place through a session format we call ConverStation.

### **About the format**

During the ConverStation you will present your paper by a table with a maximum of 6-10 seats; this to support good interaction. At the conference, each ConverStation will have around 20 papers presented in parallel.

To allow for more than 6-10 people to attend your presentation, each ConverStation comprises three rounds of presentations. This means that you will present your paper three (3) times during the same ConverStation, but with different audiences. Before the ConverStation starts, the participants will select three different presentations to attend (see how this is done in the document "Instructions for participants").

### **Prepare your presentation**

Since the presentations will be held while sitting together with the audience around a small table, we recommend you to adjust your presentation to this setting. A traditional PowerPoint presentation will probably not work that well. Instead we encourage you to prepare your presentation for close interaction with the audience. If you want to show pictures or PowerPoint slides bring your own laptop and show these on your screen.

Each presentation will have a total of 25 min at its disposal. This includes 10 min for presentation and 15 min for discussions. In order to make the ConverStation work all presentations must start and end at the same time, so there will be no room for running overtime.

### **Instructions in summary**

- 3 rounds of presentations – albeit for different audiences.
- Each round is 10 min for presenting and 15 min for discussion
- No projector or whiteboard – bring your own laptop or printed material to show pictures, graphs, slides etc.
- Great opportunities for close interaction with your audience.

We strongly recommend you to take a look at the short video introduction to the ConverStations, attached to this email and posted at the conference website.

If you have any questions please contact [ict4s-2014@kth.se](mailto:ict4s-2014@kth.se)

We look forward to welcoming you in Stockholm in August!

Best wishes,

The Organizing team with moderator Peter Woodward