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**IFLA Conference Planning Handbook**

**Continuing Professional Development &**

**Workplace Learning Section**

**August 2011**

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**IFLA Conference Planning Handbook**

**Introduction**

This compilation of IFLA and CPDWL documents, together with some additional resources, gathers in one place instructions, advice, forms, and examples to **help program planners and presenters succeed.**  This “handbook” is for you, whether you

* aspire to be a presenter at an IFLA conference,
* are involved in developing an IFLA World Library and Information Congress (WLIC) program or satellite conference, or
* are planning a workshop or other continuing professional development event in an international context.

For planners, the **first step** always is to ask some basic questions:

What is the need that our program (or conference, workshop, institute, etc) is designed to meet? What evidence do we have that there is sufficient need to warrant the effort and expense of developing and presenting the program?

If the need is established, do we have some ideas about the kind of program we want to develop? If our program is to be a part of or related to a specific annual IFLA congress, is our topic compatible with the congress theme?

Do we have enough time and committed people to carry the project through?

Is there a suitable venue—space, seating, equipment that will be right for the format we have in mind? If contemplating a satellite conference or off-site program, will the location be convenient to the WLIC? Is there a potential host institution willing to partner with our group? Will costs for attendees be minimal or reasonable?

Do we want to publish proceedings?

Once these basic questions have been answered and a decision made to go ahead, the **second step** is to take these initial actions:

* Appoint a convener and planning committee and draft a time line
* Decide on a title and key components of the program; draft objectives and call for proposals
* If the program is not to be held at the main WLIC convention center, secure a venue and set the date/s
* Submit forms required by IFLA
* Once approved by IFLA, refine call for proposals, post to website, and disseminate via electronic lists.

**IFLA Programme Planning Documents**

Guidelines for Planning Congress Programmes

<http://www.ifla.org/V/pr/confplan-guide.htm>

Example of Guidelines for Papers

<http://www.ifla.org/IV/ifla74/callinfo-en.htm>

Information for Presenters of Poster Sessions

<http://www.ifla.org/files/hq/annual-conference/ifla76/poster-instructions.pdf>

Example of guidelines for presenters using visuals

<http://archive.ifla.org/IV/ifla72/TechnicalGuidelines.pdf>

Conference Forms:

 Programme Enquiry Form (Form P)

 Form P Instructions

 Equipment Request Form (Form E)

 Authors' Form (Form L2)

 Open Session Enquiry Form (Form O)

 Satellite Meeting Enquiry Form (Form S)

 Sample Letter (L1)

 Speakers' Instructions (L3)

All are at <http://archive.ifla.org/III/officers/>

The following is a time line used for planning the CPDWL satellite conference in South Africa:

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Date** | **Responsibility** | **Notes** |
| Delivery of copies of Proceedings to venue in Johannesburg | By August 10, 2007 | Saur |   |
| Editors return proof copy to publisher | By July 7 2007 | Editors |   |
| Confirm site details and arrangements, facilities etc  | July/August | US, IS[[1]](#footnote-1) |  |
| Guidelines to presenters  | Late July? | IS |  |
| Confirm program schedule with presenters | Mid July? | IS in consultation with US and JV |   |
| Editors receive proof copy from publisher | By June30 2007 | Saur |   |
| Final Proceedings copy to publisher  | By May31 2007 | Editors |  |
| Commence publicising conference (email and on IFLANet) | April 07 | IS, US and all |  |
| Plan program scheduling | April 07 | IS, US, JV |  |
| Review and editing |   | Editors (AR, CW, assisted by Paul Genoni), reviewers as required (JV, GL, MC, SP, SC,IS, US)  |   |
| Receipt of not-for-publication presentations and poster sessions for peer review | By March 31 2007 | Reviewers (JV, GL, MC, SP, SC,IS) | Suggest one person take role of lead reviewer/coordinator |
| Receipt of for-publication papers for peer/editorial review | Jan 31 2007  |  Editors |   |
|  |  |  |  |
| Advice to proposers – successful or unsuccessful.Advice on format requirements |  By Nov30  |  IS,US |   |
| Review of proposals | By Nov25 |  Review panel, IS co-ordinating | 1. Suggest 4 or 5 people form review panel:IS to coordinate, reviewers: AR, CW, JV, US (***Please can you reply to tell me if you do this in the tight timeframe required? Ian )*** 2. Use review framework and process as for Oslo (IS to provide more info on this at a later date) This is very tight timing but we need to keep to this timeline in order to meet publication timeline. Email discussion will take some time. Teleconference may be required at some stage to discuss. |
| Collate received proposals and send out to reviewers | By 15 Nov 2006 |  IS | IS will coordinate receipt of proposals, collation and will send out to review panel by Nov 15thWill need to accommodate some “stragglers” |
| Receipt of proposals | By 10 Nov 2006 |  IS & US | IS & US |
| Call for proposals goes out | By October 10th 2006 |  IS | IS |

**Example of Call for Presentations**

World Library and Information Congress--72nd IFLA General Conference and Council--Seoul, 20-24 August 2006

<http://www.ifla.org/IV/ifla72/index.htm>

Continuing Professional Development and Workplace Learning Section

<http://www.ifla.org/VII/s43/index.htm>

Preservation and Conservation Section and PAC Core Activity

<http://www.ifla.org/VII/s19/index.htm> / <http://www.ifla.org/VI/4/pac.htm>

# Call for proposals

# Program Theme: Preservation Advocacy and Education

The need to advocate for preservation education has never been greater as librarians are faced with an ever-growing list of responsibilities. Cultural heritage collections are growing exponentially in many formats, analog as well as digital. In this context, we are compelled to advance preservation awareness to ever-expanding diverse audiences. These audiences include but are not limited to administrators, collectors, librarians, computer scientists and engineers, politicians, architects, and the general public--including children. We are also challenged to maintain preservation standards and disaster plans, in consultation with experts. To do this we must address issues of changing attitudes, trends, priorities, financial needs, and technological developments. Finally, we must continually “migrate and reformat” ourselves in order to stay abreast of evolving audiences and issues. This may require that we develop innovations in the ways in which we advocate and educate, using, among other things, distance learning, publications, exhibitions, workshops, formal degree programs, and professional conferences (web-and paper-based).

The IFLA Continuing Professional Development and Workplace Learning, and Preservation and Conservation Sections, together with the Preservation and Conservation Core Activity are planning a joint program covering these topics for the Seoul conference. The program will comprise both papers and demonstrations of tools developed for education in the preservation field.

We are issuing a call for papers. We are specially looking for case studies or practical presentations. We are seeking contributions for the two following programs:

* a two-hour session with speakers presenting papers that describe studies that have defined the extent and nature of preservation problems, and demonstrations of campaigns used to raise awareness and educate stakeholders ;
* a two-hour hands-on session with speakers presenting best practices in training library staff in basic preservation principles and techniques, and demonstrations of training methods, tools, and courses.

If interested, please send a one-page abstract and information on the author by 15 December 2005 to Sarah Toulouse for the PAC Section (sarah.toulouse@bm-rennes.fr), Susan Schnuer for CPDWL Section (schnuer@uiuc.edu), and Marie-Thérèse Varlamoff for PAC Core activity (marie-therese.varalmoff@bnf.fr) .

The abstracts will be reviewed by members of both standing committees and PAC Core activity. Successful applicants will be notified by mid-February 2006. Full papers will be due on 1 May 2006, to allow time for review of papers and translations. Papers should not be longer than 20 pages. A maximum of 20 minutes will be allowed for a presentation or summary of the paper during the Sections program in the Conference.

All the abstracts must be in English. Papers can be presented during the Conference in any IFLA working language (English, French, German, Russian, Spanish), but the hands-on presentations should be in English only.

Information on the author should include name, contact details, affiliations (home institution, professional memberships, etc) and a brief statement of experience and expertise related to the themes of this conference program.

Please note that the expenses of attending the Seoul conference will be the responsibility of the author(s)/presenter(s) of accepted papers.

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**Example of Acknowledgment of Proposal**

Thank you for submitting a proposal for the program session on E-learning to be held at the World Library & Information Congress (10-14 August 2008, Québec, Canada).

We have been very pleased with the response to our call for proposals. The number and quality of the proposals is a good indication of the level of interest in this topic.

The review group will consider all of the proposals and we will advise you of the outcome of your submission as soon as possible. We aim to provide advice to the successful proposers by March 1st 2008 and to all proposers as soon as possible after that date. (If there is significant delay with that timeline we will advise you of that).

The authors/presenters of proposals which are accepted for presentation at the conference session will be required to submit a formal paper, for inclusion on the IFLA conference website, no later than May 15th 2008. We will also discuss further with the authors/presenters arrangements for the program session, equipment requirements etc.

It is important to note that all expenses, including registration for the conference, travel, accommodation etc., are the responsibility of the authors/presenters. No financial support can be provided by IFLA, but a special invitation can be issued to authors/presenters if that is required.

Please email any us if you have any questions: Anna Maria Tammaro (annamaria.tammaro@unipr.it), Sylvie Chevillotte (sylvie.chevillotte@enssib.fr), Ian Smith (i.smith@latrobe.edu.au) E-learning Discussion Group - Program Co-convenors.

**Example of a Call for Workshop Presenter**

|  |
| --- |
| **CALL for Workshop Presenter-****World Library and Information Congress (WLIC):****70th IFLA General Conference and Council****Buenos Aires, Argentina, August 22-27, 2004****Section on Continuing Professional Development & Workplace Learning**The International Federation of Library Associations and Institutions(IFLA) will be meeting in Buenos Aires, Argentina, August 22-27, 2004. As part of the conference, the IFLA Section on Continuing Professional Development & Workplace Learning, is planning a 2-hour workshop entitled:**"Training-the-Information Literacy-Trainer"** The section invites proposals from individuals active in the area of preparing library staff for training responsibilities in their libraries. Presenters are expected to offer a workshop that will provide actual hands-on experience to attendees. The participants would leave the workshop with a useful and practical training tool that they may use in organizing a train-the-information literacy-trainer program to use in their library’s staff development program.If you are interested in presenting this workshop, please send your proposal (title and brief synopsis of your workshop along with your name, affiliation, experience and address, preferred in a “Word” email attachment, but fax or mail copies will be accepted) by December 20, 2003 to:[name and contact information]NOTE: Mailed Copies of your proposal should be postmarked by:December 5, 2003 The selection of a workshop presenter will be made by:February 1, 2004. On notification of acceptance, participants will be asked to send their presentation materials and handouts in English or one of the four other recognized languages of IFLA--French, German, Russian or Spanish--no later than March 1, 2004. This will allow time for translation and publication in the Conference Proceedings. This workshop refers to IFLA professional priority (h) Developing Library Professionals. (Please note that all costs, including travel, accommodations, meals, ground transportation, etc., are the responsibility of the workshop presenter.) |

**PROPOSAL SUBMISSION FORM**

Moving In, Moving Up, and Moving On: Strategies for Regenerating the Library and Information Profession

IFLA Satellite Conference in Bologna, Italy, August 18-20, 2009

|  |  |
| --- | --- |
| Title of proposed presentation |  |
| Outline of proposed presentation (please indicate the type of presentation, e.g. a workshop, poster etc)*300 words maximum* |  |
| Which of the conference themes or subthemes does this cover? |  |
| Are you willing to produce a full paper for the conference proceedings? |  |
| Name(s) of presenter with employer or affiliated institution, plus full contact details (including telephone, fax and e-mail)  |  |
| Short biographical statement regarding the presenter(s)*300 words maximum* |  |

**First time presenters and new professionals**

|  |  |
| --- | --- |
| Are you a first time presenter at an international conference? |  |
| If you are a first time presenter do you wish to be considered for a partial award?  |  |
| If you are a first time presenter would you like to be mentored?  |  |
| Are you new to the profession? If so, please state how long you have been working as an information professional |  |
| If fewer than 5 years do you wish to be considered for a partial award? |  |

Please send the completed the form to the addresses below.

Proposals must be submitted in electronic format - preferably by email, or by post (3.5" diskette or CD-ROM). Proposals must be in either a generally available word-processing file format or in RTF format.

**General Guidelines for Papers**

IFLA headquarters prepared these notes to help those intending to present a paper at the World Library and Information Congress (not a satellite or other event).

**If you wish to present a paper, please remember these requirements:**

**Papers should reflect the conference theme … Proposals for papers need to be submitted for approval to the IFLA Section** or other professional unit by the date announced by them.

* **Speakers** of approved papers are required to send the full text of their papers, including an abstract, to the officers of the Section sponsoring their session, by the date announced by the Section.
* **Officers** should forward the approved original papers to IFLA at papers@ifla.org in electronic form. They should be single-spaced, A4 page size, 12 point font size, in Word or RTF format.
* **A conference paper consists of:**
	+ **Title** of the paper
	+ **Name**(s) of speaker(s), their Institution, city and country
	+ **Abstract** of approximately 100 words, summarizing the presentation
	+ **Full text**
* The minimum length is 3 pages and the maximum length of papers is 21 pages (single-spaced A4).
* The layout of the "title page" will be created by IFLA HQ, according to the data delivered and PDF files will be created to be used for IFLANET and the production of the CD-Rom.
* If you are preparing a Power Point Presentation with the paper, it should be integrated into ONE SINGLE WORD document. Please see an example of such a paper on our website at: <http://archive.ifla.org/IV/ifla72/papers/123-Junger-en.pdf>
* POWER POINT PRESENTATIONS, without accompanying speaking texts, will be not accepted as papers. Please note that the interpreters can interpret only the texts of papers. They cannot reproduce charts, graphics or power point presentation parts of papers.
* Papers may be written and presented in any of the IFLA working languages (Arabic, Chinese, English, French, German, Russian and Spanish).
* Translations should be provided into the other languages (Arabic, Chinese, English, French, German, Russian and Spanish) whenever possible. Not all sessions have interpretation, so written translations (with abstracts) are very important for many conference participants.
* Please avoid using unexplained acronyms, sets of initials, jargon and phrases which an international audience may not understand.
* For publication on [the IFLA] website, the full text of the paper with abstract must be submitted to the IFLA no later than **June 15**. Then it can also be included on the conference CD-ROM. Earlier submission would be appreciated.

**Please note** that this is *not* the date to submit the paper to the section or professional unit. They each have their own dates of submission, mentioned in their [Call for Papers](http://archive.ifla.org/IV/ifla74/call-papers-en.htm).
* Papers submitted after this date will not be posted on IFLANET until after the conference. They will not be included in the CD-ROM. Conference participants will therefore not be able to print them out at the conference. Speakers are therefore urged to comply with this deadline.
* It is a long-established policy of IFLA that speakers are responsible for all the expenses involved in attending the conference. However, limited funds may be available to cover the day registration fees (but not other expenses) of speakers from other disciplines who would not normally attend an IFLA conference. Please contact IFLA for details before you confirm an "outside" speaker.
* IFLA has first publication rights to papers presented at the conference.

The quality of our conference as a whole vitally depends on the relevance and interest of the papers, together with the standard of presentation. Evaluations suggest that they are improving year by year. Please help us make the conference the best yet!

**Judging Proposals**

Before the submissions are received, the planning committee should agree on criteria by which proposals will be evaluated. Depending on the objectives of the program, more or less emphasis can be placed on the content’s originality, relevance to the theme, practical applicability, quality of research. In addition, there are considerations of format and time available. The typical IFLA WLIC program session of two hours can be configured in a variety of ways:

* Two or more speakers on separate topics, each followed by discussion
* A panel of three or more speakers on the same topic, with a moderator
* Round table discussions on various topics, led by a facilitator
* Workshop with one or more leaders, hands-on activities for audience
* Lightening talks (e.g., Pecha Kucha, Ignite), in which speakers are allowed 15 or twenty seconds per each of their 20 slides

The criteria for selecting presenters may differ somewhat, depending on the format envisioned.

A satellite conference is likely to last one to three days and to include one or more keynote addresses, plenary and breakout sessions in various formats. In evaluating proposals, the committee therefore has greater latitude in selecting proposals that might not meet all the criteria but that could still fit into a panel or a poster presentation. On the other hand, if proceedings are to be published, it is important to identify proposals that might produce papers of high quality.

It is important to require proposal abstracts to be long enough to enable decisions about the likelihood that the final result will be successful. It is awkward to accept an abstract but later to have to reject the paper or workshop design. A minimum length of 300 words ought to be required.

The form below is an example of what could be used for reviewing proposals for a satellite conference, but could be simplified for planning a WLIC session.

**Abstract submitter name/s: Country:**

**1st timer?**

**Theme:**

**Title of proposed presentation:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criterion** | **Excellent** |  | **Average** |  | **Poor** | **Not Applicable** |
| Relevance to conference themes | 10 | 7 | 5 | 3 | 1 | N/A |
| Clarity, coherence and organization of writing | 10 | 7 | 5 | 3 | 1 | N/A |
| Likelihood that final product will be of high quality | 10 | 7 | 5 | 3 | 1 | N/A |
| Originality and innovation of the work | 10 | 7 | 5 | 3 | 1 | N/A |

|  |  |
| --- | --- |
| **Overall Score** |  |

**Reviewer’s name:**

|  |
| --- |
| Comments/notes: |

**Recommendation :**

|  |  |
| --- | --- |
| Reject |  |
| Possibly accept with revisions  |  |
| Accept as keynote and pu blication |  |
| Accept as presentation and publication |  |
| Accept for presentation only |  |
| Accept as workshop |  |
| Accept as discussion |  |
| Accept as poster |  |
| Accept as other (specify) |  |

It is helpful for the planners and abstract referees to use a wiki to enter all the information about submitters, proposals, forms, reviews, and actions taken.

The form below is one that was used for a CPDWL satellite conference, where proceedings were to be published in time for the conference.

**Author name/s: Theme:**

**Title of paper:**

**Paper word count: Abstract word count:**

**Graphics/tables:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criterion** | **Excellent** |  | **Average** |  | **Poor** | **Not Applicable** |
| Relevance to conference themes | 10 | 7 | 5 | 3 | 1 | N/A |
| Clarity, coherence and organization of writing | 10 | 7 | 5 | 3 | 1 | N/A |
| Academic merit including quality of research method, analysis or results and review of existing literature | 10 | 7 | 5 | 3 | 1 | N/A |
| Originality and innovation of the work | 10 | 7 | 5 | 3 | 1 | N/A |

|  |  |
| --- | --- |
| **Overall Score** |  |

**Reviewer’s name:**

|  |
| --- |
| Comments/notes: |

**Recommendation :**

|  |  |
| --- | --- |
| Reject |  |
| Accept with revisions (specify above)  |  |
| Accept for publication mostly as is |  |
| Change to present only |  |

**Example of acceptance letter**

International Federation of Library Associations and Institutions – Continuing Professional Development and Workplace Learning Section (CPD&WL)

Moving In, Moving Up, and Moving On: Strategies for Regenerating the Library & Information Profession

*18-20 August 2009, Bologna – Italy*

8th World Conference on Continuing Professional Development

& Workplace Learning for the Library and Information Professions

Dear XXXX

I’m contacting you in follow up to your submission of a proposal for the 8th World Conference on Continuing Professional Development & Workplace Learning for the Library and Information Professions *Moving In, Moving Up, and Moving On: Strategies for Regenerating the Library & Information Profession*

Thank you for offering a presentation for this Conference. I am pleased to be able to advise you that, following peer review, your proposal has been accepted by the Conference program selectors subject to some refinement of the focus of your presentation. There is also the possibility of publication of your presentation in the published Proceedings.

The peer review committee found your topic and focus of interest and relevance to the conference audience. We would like to ask that you …

I hope that these comments are helpful.

Could you please, by a return email, confirm that you accept this invitation to prepare a paper for presentation at the CPDWL Section Satellite Conference in Bologna, Italy.

Could you please also advise me if you wish to submit your paper for publication in the Conference Proceedings (to be published in the IFLA “Greenbacks” series by K.G. Saur.

If you do wish to have the paper published you must submit the full paper for

for peer review by **January 31st 2009**.

(Note that this tight deadline for submission is required in order to meet publication deadlines.)

On receipt of your confirmation I will provide you with detailed author guidelines and further information regarding the timeline and process for peer review feedback and editing of papers for publication.

I look forward to your reply.

Please do not hesitate to contact me if you have any questions and/or comments.

Roisin Gwyer

Co convenor – Program Committee

**Example of conditional acceptance**

International Federation of Library Associations and Institutions – Continuing Professional Development and Workplace Learning Section (CPD&WL)

Moving In, Moving Up, and Moving On: Strategies for Regenerating the Library & Information Profession

*18-20 August 2009, Bologna – Italy*

8th World Conference on Continuing Professional Development

& Workplace Learning for the Library and Information Professions

Dear xxxx

The peer review of your submitted paper has been completed and Jana Varles (Review Coordinator and Editor of the Proceedings) has asked me to liaise with you.

The recommendation of all of the reviewers is that your paper be accepted for presentation at the conference, subject to further revisions and then review, but not accepted for publication in the Proceedings. I’ll explain the review recommendation in more detail below. The key thing is that we would like you to present at the conference as we think that the topic you focus on is important and relevant. If you agree to proceed on the basis of revision and a further review I will work with you to guide your revision work.

I think that the best way to proceed is to let you see directly what the reviewers have said. I’ve pasted in below the reviewers comments on your paper.

You will see that both of the reviewers have been very direct in their comments. That can be a bit tough to read from your point of view. However, I think that both of the reviewers have been both honest and constructive in their comments and have made useful suggestions for ways in which you could improve what you are presenting.

I’ve been enthusiastic about the topic that you are discussing from the outset and still am. As program co-convenor I’m keen to have your presentation as part of the conference. I hope that you will take up the invitation above to work with me to rework the paper for presentation.

Roisin

**Reviewers’ comments:**

# International Federation of Library Associations and Institutions

# Continuing Professional Development and Workplace Learning Section

**GUIDANCE ON THE SUBMISSION OF MANUSCRIPTS**

## Submission

Material for publication should be sent by email attachment to the editors in Word format. The editors are ...... e-mails: ... Send no later than January 31st. This is imperative because the timelines for receipt and editing of manuscripts are very tight. In order to ensure publication and delivery of the proceedings to attendees at the satellite conference, it is most important that authors submit material for publication no later than *January 31st.*

## Writing style

Referees are asked to examine writing style as well as content. It is therefore important that authors take care in submitting a manuscript that is written in plain language and adheres to published guidelines. (see *latest Fowler’s Modern English Usage*, and G.M. Hall’s *How To Write a Paper).*

Authors should:

* Aim at simplicity
* Focus on the main topic
* Use familiar words
* Use short paragraphs
* Avoid unnecessary words especially adjectives
* Use active verbs
* Use headings to break up text
* Pay attention to grammar and punctuation
* Remember that they will be writing for people whose first language may not be English
* Where abbreviations are used, they should appear in full followed by abbreviation/acronym in brackets e.g. National Health Service (NHS); thereafter initials only may be used.

We request that authors take care in preparing their manuscripts. For authors who are not writing in their first language, we suggest that you have the manuscript proof read very carefully prior to submission, preferably by somebody whose first language is English.

## Format

Manuscripts should be a minimum of 3500 words, and a maximum of 5000 words.

All text is to be in Times New Roman, 1.5 spacing, 10 point except as noted

* Title: all capitals, 14 point, bold
* Author/s names, affiliation and email address: caps and lower case, 12 point
* Abstract**:** 10 point, italic, single spaced(not exceeding 200 words)

(structure of research report abstracts: objectives, methods, results, discussion, conclusions)

* Headings: All capitals, 12 point, bold
* Subheadings: Caps and lower case, 10point, italic, bold; capitalize first word only
* Sub-subheadings: Caps and lower case, 10 point, italic; capitalize first word only
* Paragraphs: Doublespace after heading, space after subheadings; no space between paragraphs within a section; no indentation for first paragraph after a heading.
* Pages: numbered at top right of page
* References: at end, Vancouver style (see later notes). All material from other publications should be acknowledged
* Footnotes in the text and personal acknowledgments should be kept to a minimum. Personal acknowledgments should be placed at the end of the text, before the references.

**Spelling**

Conform with the *Concise Oxford English Dictionary.*

### StatisticsDescriptions of statistical methods should include the following:

* Study objective(s)
* Study design
* Data collection methods, source of research subjects and selection methods, with justifications
* Study procedure
* Response rate
* Data analysis with statistical methods used and appropriate references
* Main results with confidence intervals
* Actual P values obtained rather than ranges (e.g. P=0.143 rather than P>0.05); the test statistic; degrees of freedom; and sample size (even for negative results)
* Study limitations.

**Tables** **&** **graphs**Tables, graphs or figures should be included in the text and should be numbered with Arabic numerals. An appropriate and concise legend should be given with each illustration or table; tables labeled above, figures beneath.

### Acknowledgement

Where acknowledgements are made, state that the person(s) acknowledged is not held responsible for the content of the paper.

**References**

The author will be held responsible for the accuracy of format and content of bibliographic reference. Follow the guide for Bbbliographic references—Vancouver style at

[**http://www.southampton.ac.uk/library/resources/documents/vancouverreferencing.pdf**](http://www.southampton.ac.uk/library/resources/documents/vancouverreferencing.pdf)

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**Moving In, Moving Up, and Moving On: Strategies for Regenerating the Library and Information Profession, Satellite Conference, Bologna, Italy - August 18, 19, and 20, 2009**

**Preliminary conference notes for speakers #1**

**Conference venue**

Is Santa Cristina convent which is part of the University of Bologna. The address is Piazza Morandi 1 and is not far from the famous two towers in the old part of the city.

**Accommodation**

We are waiting to receive details from the University of Bologna about special discounts for those attending conferences in their buildings. These are likely to be about 10%. Alternatively there is an International Education Support Scheme offered by HotelsCombined which allows you to book then claim back 10% if you work for an educational establishment. See <http://www.hotelscombined.com/Education_Support> for details, and <http://www.hotelscombined.com/city/Bologna.htm> for a list of hotels. We are exploring with the University about having places in a University run hotel (this is normally closed during August so we’d have to guarantee filling it).

**Mentors**

Some people indicated on their forms that they would like a mentor to work with them on their papers or presentations. We’ve had a good response to this and will be passing all names to our mentor panel once we get all replies back from potential presenters. Then mentors will be in touch with you*.*

*If you’ve changed your mind about this please let one of us know (contact details below).*

**Awards**

We have had a big response and are considering the level of support we are able to give. It’s likely we will be able to waive the registration fee for all who need support. We won’t be able to give travel costs and are exploring help with accommodation costs. We encourage all to apply for grants from their professional bodies or for an IFLA grant (details can be found on the IFLA website).

If your attendance is dependent on getting financial help please let us know.

**IT**

There is currently no wireless access at Santa Cristina although presenters can use powerpoint. We will be asking all presenters to bring a copy of their presentations with them on a data stick and also to send a copy in advance to us which we can then add to the conference website after the event.

**Panel discussions**

Some proposals have been accepted as panel discussions, we envisage that panelists will make a short presentation (max 15 minutes) then take part in a discussion prompted by questions from the floor and each other.

**Other formats** – the length and requirements for workshops, presentations and posters will be decided by our Programme Committee and you will be contacted in the near future.

**Co-convenors : Roisin Gwyer and Loida Garcia-Febo (Email**: roisin.gwyer@port.ac.uk loidagarciafebo@gmail.com)

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**Notes for Chairs of Sessions**

* Briefly introduce the topic and each speaker, stating the language to be used
* Make sure the speaker uses the microphone, especially if there is simultaneous translation (if there is text, give to interpreters in advance)
* Make sure that there is time for questions and discussion, either after each speaker, or at the end of the session
* Ask speakers from the floor to identify themselves and to speak into the microphone
* Make absolutely sure that the session does not run over time, since this will affect any meeting to follow. The chair of the following meeting has full authority to interrupt a meeting if it overruns.

**Notes for Speakers**

* Test audio-visual/PowerPoint presentations in advance of session; give text to interpreters if there is to be simultaneous translation
* Speak slowly and clearly and keep continuously in mind that for a large percentage of their audience, the language of the presentation is a foreign one.
* Speakers should pay due attention to requests from the interpreters (e.g., to speak more slowly, to speak into the microphone, etc.); avoid idiomatic expression and acronyms
* Whenever possible, speakers should not read their papers, but introduce it, highlight the most important points and in this way encourage the audience to discuss the content of the paper. It is much easier to hold the attention of an audience when speaking from notes.

**Final Notes for Presenters**

* The majority of sessions are presentations but they are of varying lengths to fit in with the programme timings. Please check the programme to make sure you know how much time is allowed
* There will be a Session Chair for each block of presentations who will briefly introduce you, help you keep to time and take questions from delegates
* Make sure you practice your presentation so that you don’t exceed your time slot, we will need to be strict about time as we have a packed programme
* There will be facilities to display your PowerPoint presentation (if you have one), please send in advance if possible and also bring a copy (it may be a good idea to bring in both MS 2003 and 2007 versions)
* If you have any special requirements please let us know in advance

Plan a little time for questions after your presentation

Here are some presentation tips for first timers:
[www.geocities.com/roman\_gerodimos/How\_To\_**Conferences**.pdf](http://www.geocities.com/roman_gerodimos/How_To_Conferences.pdf)

<http://www.tru.ca/research/undergrads/conf_present_guide.html#present>

**Presentation/Discussion Sessions and Panels**

* These sessions are 60 minutes long
* There will be a Session Chair for each block of presentations who will briefly introduce you and help you keep to time
* Although you will want to present your topic there is extra time to generate a discussion amongst delegates so please consider how you might do this
* There will be facilities to display your powerpoint presentation (if you have one), please send in advance if possible and also bring a copy (it may be a good idea to bring in both MS 2003 and 2007 versions) There will be a session Chair who will introduce each of you, keep you to time and take questions from the delegates

**Workshops**

* Workshops/interactive presentations are programmed for 60 minutes
* Please aim to make them as interactive as possible
* Room arrangements vary, some are traditional classrooms with fixed furniture so let us know your requirements and we’ll try to match them with accommodation - but be warned you may have to be creative!
* Each workshop/IP will have a Chair to briefly introduce you and keep you to time
* Please bring all workshop materials with you as we cannot do photocopying on site

We aren’t planning to have delegates sign up for workshops so plan for a max of 30

**Posters**

* We have accepted about 12 posters for the conference.
* Each presenter will have a standard display board about 80cm high so single portrait posters of up to 70cm x 100cm will be fine. Alternatively you may prefer to produce a series of smaller posters
* You may wish to produce a handout to go with your poster. If you can’t bring many copies with you because of weight restrictions on aircraft we can make your handout available on the section website after the conference as well as your poster itself (we are not planning to do a lot of photocopying on site)
* Poster sessions are planned to be after lunch on Wednesday *and* Thursday between 13.15 and 14.00, please be beside your poster to answer questions from delegates

**More on posters below!**

**Example of Conference Budget Worksheet
(to be pasted into a spreadsheet)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| **Per-person costed items**  | **Local currency** |  **USD**  | **EURO** |  |  |  |
| Venue charge (per person)  |  |  |  |  |  |  |
| Conference reception |  |  |  |  |  |  |
| Conference dinner |  |  |  |  |  |  |
| Copy of proceedings for each participant  |  |  |  |  |  |  |
|  (including freight)\* |  |  |  |  |  |  |
|   **Sub total**  |  |  |  |  |  |  |
| Finance handling charges, e.g., 10% |  |  |  |  |  |  |
| Contingency allowance  |  |  |  |  |  |  |
|   **Sub total-per person items, etc.**  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Fixed cost items**  |  |  |  |  |  |  |
| Data projector & laptop - 2 days x 2 rooms |  |  |  |  |  |  |
| Venue for opening reception |  |  |  |  |  |  |
| Venue for conference dinner |  |  |  |  |  |  |
| Breakaway room - 2 days  |  |  |  |  |  |  |
| IFLA Fee |  |  |  |  |  |  |
|   **Sub total** |  |  |  |  |  |  |
| Add finance handling charges, e.g., 10%  |  |  |  |  |  |  |
|  **Sub total-fixed cost items + handling fee** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Basic cost per delegate** |  |  |  |  |  |  |
|  Assuming 60 registrations |  |  |  |  |  |  |
|  Assuming 100 registrations |  |  |  |  |  |  |
|  Assuming 150 registrations |  |  |  |  |  |  |
|  Assuming 200 registrations |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Sponsorship/s offset** |  |  |  | **Local** | **USD** | **EUR** |
| Sponsor A |  |  |  |  |  |  |
| Sponsor B |  |  |  |  |  |  |
| Other subsidy |  |  |  |  |  |  |
|  **Total offset** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Netcost per participant (= registration fee)** |  |  |  |  |  |  |
|  Assuming 60 registrations |  |  |  |  |  |  |
|  Assuming 100 registrations |  |  |  |  |  |  |
|  Assuming 150 registrations |  |  |  |  |  |  |
|   |  |  |  |  |  |  |

\*CPDWL satellite conference papers are available as an IFLA “greenback,” published by K.G. Saur, at the time the conference is held.

#   International Federation of Library Associations

Continuing Professional Development and Workplace Learning Section with

New Professionals Special Interest Group

**Moving In, Moving Up, and Moving On: Strategies for Regenerating the Library & Information Profession**

8th World Conference on Continuing Professional Development & Workplace Learning for the Library and Information Professions, 18-20th August 2009, Bologna, Italy

Registration Form

**Registration deadline: August 10**

As space is limited we will give places on a ‘first come, first served’ basis. We encourage early registration!

There will be no on-site registration.

**Cancellations and Refunds**

Notification of cancellation and refund requests must be submitted before July 16th, 2009 in writing to the Conference Treasurer (pdf or fax). The late fee for cancellations received before July 16th, 2009 is US$50. For cancellations after July 16th, 2009 no refunds will be given.

**Please complete the first two pages of this registration form and either e-mail scanned PDF copy to** **kwon@eden.rutgers.edu** ***or* fax to: +1-732-932-6916, attention Hannah Kwon.**

**Name**

**Organization**

**Address**

**Position**

**Telephone**

**E-mail FAX**

**IFLA Membership number** (if applicable, Individual or Institutional)

**Registration: please select from one of the following categories. Please check/tick whichever is applicable:**

A. \_\_\_\_\_ **IFLA Member. Full Registration**

I wish to attend the *CPD&WL* Satellite Conference from Tuesday 18th – Thursday 20th August @ US $225 including:

* + Tuesday evening August 18th: Welcome Reception
	+ Wednesday August 19th: morning coffee/tea, lunch, afternoon coffee/tea, conference dinner
	+ Thursday August 20th: morning coffee/tea, lunch, afternoon coffee/tea
	+ Conference Proceedings (1 copy)

Please check/tick whichever is applicable:

\_\_\_\_\_ I am an individual member of IFLA \_\_\_\_\_ My Association or Institution is a member

Name of Association or Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Note: IFLA Membership information is available at* [*http://www.ifla.org/III/members/index.htm*](http://www.ifla.org/III/members/index.htm)*)*

B. \_\_\_\_\_\_**IFLA Non-member. Full Registration**

I wish to attend the *CPD&WL* Satellite Conference from Tuesday August 18th – Thursday 20th August @ US$240 including:

* + Tuesday evening August 18th: Welcome Reception
	+ Wednesday August 19th: morning coffee/tea, lunch, afternoon coffee/tea, conference dinner
	+ Thursday August 20th: morning coffee/tea, lunch, afternoon coffee/tea
	+ Conference Proceedings (1 copy)

C. \_\_\_\_\_ **One Day Registration (IFLA Member)**

I wish to attend the *CPD&WL* Satellite Conference on (please specify below)

\_\_\_\_ Wednesday August 19th OR \_\_\_Thursday August 20th @ US$135 including:

* + morning coffee/tea, lunch, afternoon coffee/tea,
	+ Conference Proceedings (1 copy)

D. \_\_\_\_\_ **One Day Registration (IFLA Non- Member)**

I wish to attend the *CPD&WL* Satellite Conference on (please specify below)

\_\_\_\_ Wednesday August 19th OR \_\_\_Thursday August 20th @ US$150 including:

* + morning coffee/tea, lunch, afternoon coffee/tea,
	+ Conference Proceedings (1 copy)

E. \_\_\_\_ **CPDWL Award**

If you have been given a CPDWL award to attend we still need you to fill out the form above.

There is no need to complete the Payment Options section below.

**Payment Options**

Payment may be made by credit card or direct bank funds transfer ("wire" transfer).Payment by cheque cannot be accepted. Please make payment in ***US Dollars*** (for conversion calculator to other currencies see <http://www.xe.com/ucc/>)

1. \_\_\_\_\_ I am paying by credit card and e-mailing or faxing the separate payment form with credit card information below to pds@scils.rutgers.edu *or* fax to: +1-732-932-9314, attention Arleen (see next page)
2. \_\_\_\_\_\_ I am using direct bank funds transfer (“wire” transfer) to the bank below, and faxing or e-mailing a PDF of my cheque, attention Hannah Kwon (fax +1-732-932-6916; kwon@eden.rutgers.edu)

BANK NAME: Unity Bank, 64 Old Highway 22, Clinton, NJ 08809, USA

BANK BRANCH: Highland Park, 104 Raritan Avenue, Highland Park, NJ 08904, USA

IBAN (international bank number): via Wachovia Bank 053000219

ACCOUNT NAME: International Federation of Library Associations

ACCOUNT NUMBER: 2770001671

SWIFT CODE FOR INTERNATIONAL TRANSFER: PNB PUS33

 Any other code needed: credit Unity Bank no. 021210057 (HQ address above)

**Acknowledgement of Registration**

 Check/tick this box if you require acknowledgement of receipt of registration.

E-mail address for acknowledgement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Information and Contact Details**

The conference venue is the Santa Cristina Convent, University of Bologna, Piazzetta G. Morandi,

40126 Bologna. The conference will commence with a welcome reception on the evening of Tuesday August 18th 2009. Please plan to arrive on Tuesday August 18th if possible. The conference program will commence at 9.00 a.m. on Wednesday August 19th and will conclude at 4.00 pm on Thursday August 20th. The conference dinner will be held on Wednesday August 19th. Accommodation reservations should be made directly with the hotel. List of hotels may be requested from Roisin Gwyer, roisin.gwyer@port.ac.uk

**Moving In, Moving Up, and Moving On: Strategies for Regenerating the Library & Information Profession**

**Credit Card Payment form:**

Please complete the form below and e-mail as a PDF to pds@scils.rutgers.edu

Or fax to: +1-732-932-9314, attention Arleen

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name as it appears on the credit card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What type of credit card are you using: VISA\_\_ Mastercard \_\_ AMEX \_\_\_

Is it a \_\_\_ personal credit card \_\_\_ employer’s credit card

Amount to be charged US$ \_\_\_\_\_\_\_\_\_\_

Account number on the card \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expiration date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Framework for Workshop Planning**

Taken from the American Library Association’s Information Literacy discussion list, ILI-L@ala.org, Dec 11, 2003, here is a suggestion for how to plan a learning event, using steps in the instructional design cycle:

1-Assess needs;

2-Analyze learners;

3-Brainstorm content;

4-Filter the nice-to-knows from the need-to-knows;

5-Group into content area chunks;

6-Create task analysis;

7-Create teaching points;

8-Write objectives;

9-Create final learner assessment;

10-Create checks for understanding;

11-Revisit need-to-knows;

12-Brainstorm teaching methods and narrow;

13-Choose teaching methods;

14-Structure workshop;

15-Develop materials;

16-Pilot workshop;

17-Make changes;

18-Deliver workshop;

19-Evaluate;

20-Change as needed.

Jerilyn R. Veldof

Director of Undergraduate Initiatives

University of Minnesota Libraries | Twin Cities Campus

mailto:jveldof@umn.edu

http://www.lib.umn.edu/about/profiles/jveldof.html

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**More on Poster Presentations**

There are plenty of websites with tips for preparing posters :

[www.ncsu.edu/project/posters/NewSite/](http://www.ncsu.edu/project/posters/NewSite/)

[www.bristol.ac.uk/is/learning/documentation/pptxp-ss3/pptxp-ss3.pdf](http://www.bristol.ac.uk/is/learning/documentation/pptxp-ss3/pptxp-ss3.pdf)

[www.ucl.ac.uk/mediares/downloads/ppt\_poster\_hints.pdf](http://www.ucl.ac.uk/mediares/downloads/ppt_poster_hints.pdf)

For poster sessions at satellite conferences or elsewhere, plans must be adapted to the venue and facilities. For example, there may not be poster boards or easels available.

If you are the program planner, here are decisions you must make so that you can arrange with the venue and send appropriate instructions to your presenters:

* Find out where posters can be displayed and how they can be mounted. If there are no easels or other display stands, are there walls where one can attach posters with masking tape?
* Will the typical poster size of 965mm x 2159 mm (3 x 8 feet) suit the space? You may or may not need to limit the display mode to portrait style.
* Decide on the number to be displayed, given the amount of space available.
* Plan for layout, traffic patterns, and lighting

What to tell your presenters:

* Poster size and format – e.g., single laminated sheet, standard paper size sheets to be mounted on board provided at the conference, etc.
* What time to set up and remove posters, how long to be in attendance
* What about handouts
* Suggestions for effective posters

For sample guidelines, see <http://www.ncsu.edu/project/posters/NewSite/> and other online sites readily found on the Web.

Below is a view of a different kind of poster “board,” which we encountered at the CPDWL satellite conference in Bologna in 2009.

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**More Guidelines for Session Chairs**

These Guidelines are for session chairs at the CPDWL Satellite Conference. Obviously chairing a session is something which partially depends on the "personal touch" of the chairperson. However, there are a few guidelines and pieces of advice that may be useful to take into account.

**Before the Session:**

**1. Make Contact with Your Speaker/s**

Before the sessions that you are to Chair make contact with the speakers for your session and ask them if they have any questions about their presentation. Make sure your speakers know the time and location of their session and that you will chair their session. Make sure that they know the time allocation for their sessions and that they know how much time is allocated for them to speak and how much for questions and discussion.

**2. Prepare for the session/s that you are to Chair.**

If the presentation is included in the Proceedings read or scan the published paper. Read the biographical notes that the presenter has provided or ask the presenter for some biographical information if notes have not been provided.

**During the Session:**

**1. Introducing the Speaker/s**

Speakers have been asked to supply short biographies about themselves. Chairs will be provided with these. If you don't think there is enough information, or if one of your speakers has not provided any biographical notes, ask them to give you a note with the relevant curriculum vitae material so that you can introduce them properly. The minimum introduction to a presentation should be a mention of the title and a few words about the speaker read from the information provided (beware of difficulties reading hand-written notes scribbled in a hurry). In general, make the introduction short and accurate, so that the speaker doesn't have to correct you during his or her presentation.

**2. Time Allocation and Control**

Time control is important as the program is tightly scheduled. All presenters have been advised that they have ***20 minutes presentation time plus 10 minutes question/discussion time*.** For time control we recommend that your use the coloured cue cards signal for countdown (there are cards for 5, 2 & 1 minutes to go & the wind-up-now warning card). As a last resort you may have to use the STOP NOW red card.

The question time is the session chair's buffer space. Speakers have 20 minutes presentation time and 10 minutes for questions and answers. It is OK to let the speaker continue talking for 22 or 23 minutes, as long as you are confident that he or she will finish within that limit. However, if a speaker crosses the 25-minute mark, he or she should be asked to draw their presentation to a close.

**3. Coordinating Discussion & Questions**

Start by announcing that the floor is now open for discussion. It is a good idea to ask members of the audience asking a question to give their name and affiliation. If there are no questions, which often happens for a variety of reasons, it is face preserving for the speaker (and the audience) if the session chair has one or two questions to ask, but in general questions from the audience should have preference. If there are just a few questions, don't artificially extend the session, but go on to the next speaker or wind up the session. If there are too many questions or the questions are too difficult to understand or answer you may step in and remind the audience that such specific issues can be discussed after the session. Sometimes, even questions from the audience can turn into small presentations. It is your responsibility to keep this under control, and to interrupt the question if necessary.

**4. Closing the Session**

It is good practice for the session chair to thank the presenter. This is both polite and a clear signal to the audience that that session has concluded.

August 2007

**Speakers Protocol for Simultaneous Translation**

The IFLA working languages are Arabic, Chinese, English, French, German, Russian, and Spanish—only these are to be used by presenters. Simultaneous translation at Congress opening and closing ceremonies and some parallel sessions are offered by librarian volunteers. In order to promote the best possible translation experience, IFLA has developed the following guidelines:

**DO: DO NOT:**

**DO** present a shortened, summarized version of the long paper sent to the IFLA website;

**DO** bring with you to the session six (6) printed copies of your paper in the final version you will present (this may be different from what you sent to IFLA in advance);

**DO** hand those six copies at the beginning of your session to the interpreters’ booths or to a volunteer near the stage;

**DO** use a simple, concise PowerPoint show to illustrate and support your presentation: a few words or numbers, no more than seven words per line and seven lines per slide;

**DO** leave time for the interpreters to translate the slides as you are speaking;

**DO NOT** read your paper. Reading speed is too fast for simultaneous translation;

**DO NOT** attempt to include every number, statistic, or data from the complete paper (it can be read on the IFLA website);

**DO NOT** rush, the interpreters will not be able to follow you and your audience will not understand you. The goal of disseminating your information across the world will not be accomplished;

**DO NOT** use idiomatic or other expressions likely to be unfamiliar to an international audience. If you are using acronyms or sets of initials, please explain what they stand for.

**DO** time yourself, practice beforehand

so your presentation ends within the

allotted time. Allow time for questions

or comments.

**Do** remember at all times you are being

Interpreted into other languages: speak

at a normal talking speed, well into the

microphone.

**Guidelines for Panelists at the IFLA CPDWL Section Segment of the Main IFLA Conference Program – Oslo.**

**August – 2005.**

These Guidelines are intended to make the process of presenting easier and enjoyable for you as presenters and interesting and stimulating for your audience.

**Presentations**

The key thing to keep in mind is that you should aim to make a presentation on your topic.

You may want to speak from a prepared script but do not just read from a formal paper.

You will find it very useful to rehearse your presentation (and presentation script if you are using that) before making your presentation.

**PowerPoint Presentations.**

If you plan to use a PowerPoint presentation please look at and follow the Guidelines attached and send me a copy of the PowerPoint presentation before you come to Oslo or give me a copy of the presentation as soon as you arrive at the conference (this is so that we can test the presentations before you stand up to speak!).

Please be aware that there can be technical compatibility problems with PowerPoint presentations. Be prepared for the (unlikely) possibility that your PowerPoint presentation will not work and so be prepared to speak without that presentation if necessary.

**Speaking Time**

A total of 25 minutes has been allowed for your presentation - 20 minutes presentation time and then 5 minutes discussion and questions.

**Introductions and Timekeeping**

The Chair for the conference session will briefly introduce each speaker and will keep presenters strictly to time.

(Please email to me a brief - 100 words - biographical note for the Chair to use in their introduction. An example of a biographical note is attached.)

The session Chair will give you a five minute and then a one minute “time-up” warning.

**Any questions?**

If you have any questions please do not hesitate to ask me – either before you (and I) go to Oslo, or at the conference.

I look forward to your participation in the CPDWL Section of the IFLA conference.

**Ian Smith, Convenor – CPDWL Section Program Committee.**

**Interactive Fair – Instructions for Presenters**

**Preservation Advocacy and Education Fair**

**Monday, August 21, 2006**

We are very much looking forward to this group of presentations. This session is organized to be practical and hands-on for the participants. We would like you to prepare your talks highlighting information, practical tips, and best practices. You might want to prepare a hand-out that emphasizes the 3-4 key messages that you want your audience to understand.

As mentioned in a previous note, there are nine presenters in the session. We will rearrange the chairs so that you will be sitting in a small circle with about 15 chairs. The nine sessions will be presented concurrently. You will repeat your session three times during the two-hour session, during the last half-hour we will allow time for participants to speak with presenters on a more informal basis. We estimate that you will have 10-15 minutes to give a short overview of your paper and then have about 10 minutes for discussion and question and answers. Every 25 minutes the participants will rotate to another group.

The schedule will be as follows:

16:00 – Greetings and format for the session (at the main podium)

16:10 – Participants choose their first group

16:35 – Participants rotate to second group

17:05 – Participants rotate to third group

17:35 – Participants are free to move from speaker to speaker with specific questions

18:00 – End of session

Each speaker will be assigned a facilitator. The facilitator will introduce the speaker, moderate the questions, and keep track of the rotation times. Each speaker will have a number assigned to his session and we will provide signs to indicate the various sessions. The participants will have a handout listing all nine sessions, the numbers of each session, and a short biographical note about the speaker.

Equipment: IFLA will **not** be able to provide tables or easels for each group. So if you want to bring exhibits, we will display them on chairs. If you want to use your laptop, you may do so, we will try to provide extension cords to the nearest outlets, but you may have to rely on your batteries. *There will be no projection facility,* however in a small group participants should be able to see pictures on your laptop.

Questions: Please contact Susan Schnuer schnuer@uiuc.edu or Sarah Toulouse [s.toulouse@leschampslibres.fr](https://ms6.express.cites.uiuc.edu/cgi-bin/addrbook.cgi/addrbook/contacts.html?sessionid=-4d0531b&from=ct&to_0=264&hidden_0=264&compose=true&view=T&cate=all&start=1&end=15&total=16&simple=no&dispcount=1) with questions.

We look forward to seeing you in Seoul!

Excellent advice on moderating and presenting at a conference is found in two articles by Linda K. Kerber, “Conference Rules, Part 1” and “Conference Rules, Part 2,” published in *The Chronicle of Higher Education*, Friday, March 14 and Friday, March 21, 2008, respectively.

**Public Speaking:** Patricia Kuchon’s Presentation Worksheet <http://www.ethiopianreview.com/scitech/201002/?p=141>

See her **“Tips for delivering effective oral presentations”** and ask a colleague to assess your practice session using this checklist!

Content/Organization/Preparation:

\_\_\_\_\_ Introduction grabbed the audience’s attention

\_\_\_\_\_ Topic was clear

\_\_\_\_\_ Main ideas were evident and supported

\_\_\_\_\_\_Used stories/creative approach to present information

\_\_\_\_\_ Conclusion moved the audience to action

\_\_\_\_\_ Used time efficiently

\_\_\_\_\_ Note cards/powerpoint/other media were used effectively.

Presentation/Delivery: Voice/Speech Production:

\_\_\_\_\_ Appearance \_\_\_\_\_\_Vocal Variety

\_\_\_\_\_ Image Projected \_\_\_\_\_\_Pronunciation/Articulation

 \_\_\_Professional \_\_\_\_\_\_Fluency (hesitant, smooth, choppy)

 \_\_\_Knowledgeable \_\_\_\_\_\_Rate (too fast, too slow)

 \_\_\_Likable \_\_\_\_\_\_Volume (too loud, too soft)

\_\_\_\_\_ Enthusiastic \_\_\_\_\_\_Pitch (too high, too low)

\_\_\_\_\_ Engaging \_\_\_\_\_\_Quality (nasal, denasal, breathy, throaty…)

\_\_\_\_\_ Spontaneous

\_\_\_\_\_ Posture/body language

\_\_\_\_\_ Purposeful movement

\_\_\_\_\_ Facial expressions

\_\_\_\_\_ Eye Contact

\_\_\_\_\_ Gestures

\_\_\_\_\_ Sense of Humor

**Overall Assessment/Effectiveness:**

 **Organization Delivery Voice/Speech**

**Excellent \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Good**  \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Needs Improvement** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

*The 6th World Conference on Continuing Professional Development*

*and Workplace Learning for the Library and Information Professions*

August 2005

**Some Simple Guidelines for Effective PowerPoint Presentations**

1) Limit the length of your title so that it fits on a maximum of two lines.

2) Fonts.

* Use medium or bold type fonts that are not too fancy or too compressed.
* Stick to widely used fonts such Times, Arial and Palatino. Avoid using non-standard fonts as the computers to be used for presentation may not have those fonts available.
* Avoid using thin fonts or small font sizes as these can appear rough on the screen. (Typically, no fonts smaller than 16 points should be used.)
* Do not use more than three different fonts in your presentation.

3) Be short and concise in your wording. Too much information on the screen is hard to read.

4) Be consistent in your layout.

5) Use bullet points instead of paragraphs and use no more than six bulleted items per slide.

6) Keep charts, graphs etc. simple and precise.

7) Do not run type, graphics, or photos too close to the edges of the slide.

7) Keep colours simple and ensure sufficient contrast between the type and the background for maximum readability.

8) Keep special effects to the minimum.

22/7/05 Ian Smith

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**An Overhead Development Checklist**

***(Plan B for when computer technology fails, but most of this applies to PowerPoint also )***

* No more than six lines per overhead
* No more than six words per line
* Sixteen-point letters or the equivalent is best (twelve-point is the *absolute minimum)*
* Use both upper and lower case letters
* Either vertical or horizontal format, not both, with horizontal (landscape) usually best
* Use bullets, stars, dashes, etc.
* Each overhead should have a title
* Key words are best
* Keep your phrases short and simple (no sentences)
* Use overheads for emphasis, not instruction
* One main idea per overhead
* Check your spelling and grammar, then have someone else check it again
* Use the right kind of pen for your need (permanent, erasable, water-based)
* Use graphics when possible (charts, diagrams, line drawings, cartoons), but keep them simple and guard against clutter
* When developing overheads using a computer, all of the above are true, only more so (more capabilities = increased possibility of problems)

**Keep your overheads large and legible. Test by placing your overhead on the floor and standing over it. If you cannot read it easily, it is too small.**

***More Ideas on Graphics***

• Black and white transparencies just will not do any more, so use a color printer to make your statement.

* Limit colors to no more than three
* Stick to the same color throughout to code similar elements
* Use red, orange, or yellow for items you wish to stress
* Pick red to call attention to main points, to show priorities, or signal danger
* Use green to list things you want the audience to do or decisions you want them to approve
* Highlight goals and objectives with bright yellow because it signals optimism and confidence
* Use blue to calm; too much blue, however, can impair concentration
* Avoid large amounts of purple, which disturbs the eye's focus

[George M. Piskurich, *Rapid Instructional Design* (San Francisco: Jossey-Bass, 2000), pp. 175-176]

**Handouts**

**Why have handouts:**

To help your audience remember and apply what you want them to learn, prepare handouts that summarize key points. A handout may be of several types:

* A printout of your PowerPoints, with space for note-taking
* A single sheet summarizing key points and sources to consult for more information
* A booklet with detailed instructions for replicating a procedure that you have had to describe or demonstrate in a very short amount of time
* A copy of the entire paper on which your short talk was based; include conditions under which the paper can be duplicated

**All handouts should have:**

* Title
* The date, conference and session name, venue
* Your name and contact information
* Design that stands out from other paper, either through color, layout, logo, or similar feature
* Easy portability – minimal weight, standard size

**Suggestions for specialized “how-to” handouts:**

**Instruction manuals**(from*How To Write Training Materials*by Linda Stoneall, 1991.)

* Have a table of contents.
* Use a new right-hand page for each major subtopic.
* Number the pages.
* Leave wide margins.
* Use "I" and "you."
* Use the active voice.
* Explain *why* not to do something, rather than just saying: "Don't do it."
* Use ten to fourteen point type.
* Short sentences of ten to fifteen words.
* Short paragraphs with three to four sentences.
* Beware of stereotypes, too much repetition, technical jargon (without de­finition), and acronyms (without explanation).

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***The 6th World Conference on Continuing Professional Development & Workplace Learning for the Library and Information Professions, Oslo University College – August 2005***

***Evaluation***

1. *How do you rate your experience of* ***the satellite conference overall?***

|  |  |  |  |
| --- | --- | --- | --- |
| *Very good* | *Good* | *Average* | *Poor* |
|  |  |  |  |

1. *How do you rate the quality of* ***the content of the presentations?***

|  |  |  |  |
| --- | --- | --- | --- |
| *Very good* | *Good* | *Average* | *Poor* |
|  |  |  |  |

1. *How do you rate the quality of* ***the presentations themselves?***

|  |  |  |  |
| --- | --- | --- | --- |
| *Very good* | *Good* | *Average* | *Poor* |
|  |  |  |  |

1. *How do you rate the quality of* ***the conference proceedings?***

|  |  |  |  |
| --- | --- | --- | --- |
| *Very good* | *Good* | *Average* | *Poor* |
|  |  |  |  |

1. *How do you rate the* ***organisation of the conference program*** *(scheduling of sessions, time keeping in sessions, breaks etc.)****?***

|  |  |  |  |
| --- | --- | --- | --- |
| *Very good* | *Good* | *Average* | *Poor* |
|  |  |  |  |

1. *How do you rate the* ***transferability of the knowledge you have gained at this conference?***

|  |  |  |  |
| --- | --- | --- | --- |
| *Very good* | *Good* | *Average* | *Poor* |
|  |  |  |  |

1. ***Can you identify one key “take-away” from this conference?***

*----------------------------------------------------------------------------------------------------*

*----------------------------------------------------------------------------------------------------*

1. ***Are there particular themes from this conference that you would like to see as the focus at future CPD&WL satellite conferences?***

*----------------------------------------------------------------------------------------------------*

*----------------------------------------------------------------------------------------------------*

1. ***Do you have any other comments you would like to make?***

*----------------------------------------------------------------------------------------------------*

*----------------------------------------------------------------------------------------------------*

*----------------------------------------------------------------------------------------------------*

***Future Satellite Conferences?***

*The CPDWL Section is considering organising a satellite conference at the next IFLA WLIC. Would you be interested in attending and/or would you encourage others to attend? What key issues do you believe should be addressed at such a conference? Would you be interested in helping to organise that conference?*

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Do you have suggestions for additions or revisions? Other ideas?

Please let us know! Write to Jana Varlejs

varlejs@rutgers.edu

1. Initials refer to CPDWL officers, planners, and local hosts [↑](#footnote-ref-1)