

Guidelines for symposium presenters at #EIE2021

Session format

During symposia, EIE2021 attendees will learn about and discuss latest implementation research findings. Each symposium has a specific theme and consists of multiple, and closely interlinked oral presentations. Please find the final EIE2021 program including your symposium [here](#).

Each symposium will be 60 minutes long and involve **multiple presenters** and a **symposium chair**. It is up to you how you want to organize your time (e.g., interactivity with the audience after each presentation, or after all presentations). However, please ensure to incorporate the elements outlined in [Tips, tricks and guidelines for symposia](#) when designing your session.

Going online

All EIE2021 sessions will be held live and online, based on two tools: The *event platform* (a form of virtual conference centre) and *Zoom*. While the EIE2021 will take place on the virtual event platform, all parallel sessions - such as your SYMPOSIUM session - will use [Zoom](#) technology.

For each session, there will be a technical assistant to troubleshoot technical issues and ensure that all technology can be used as intended (including, e.g., slide sharing). Your audience will be present with you in the Zoom room (i.e., Zoom meeting) which will allow for easy interaction between you and the participants.

How to enter the presentation space

As an EIE2021 presenter, you will wear two (online) hats during the event.

1. Most of the time, you will be attending the EIE2021 as a regular attendee or event delegate. That means that you will enter the event through the delegate portal (a personalized link, which will be provided to you) with your login information.
2. For your symposium, you will receive a separate link to access your session room. This link will be provided to you before the event - **please store it at a secure place to ensure a smooth 'walk-in' to your session.**

Prepare your session

Please consider the below [Tips, tricks and guidelines for symposia](#) when preparing the content of your session. Additionally, we will support you in designing your symposium based on two online sessions, the first of which is focused on session design (DESIGN SESSION) and the second on preparing you technically (TECHNICAL TEST TALK) for the EIE2021. Your entire symposium is invited to join these

sessions. We understand that not everyone might be available to attend, however, we encourage attendance in these session as they will be important to make your EIE2021 symposium a success. **As a symposium chair, please attend both the design session and the technical test call** and ensure that information from these sessions reaches everyone involved.

DESIGN SESSION

The design session will provide you with tips, tricks and tools on how to best design your oral presentation. This will include topics such as the set-up of your oral presentation, the availability and use of tools to facilitate audience interaction, and to understand how your session is technically supported during the event. You will also have the chance to ask questions during this session. If you have any questions in advance, please send them to us via info@implementation.eu and we will make sure to cover them during the session.

The design session for symposia will take place on **May 4, 2021 at 10 AM CET**. You will receive a calendar invite in due time. You can enter the session via the following link:

<https://live-online-events.zoom.us/j/95755086956?pwd=Q051b3dpRCtYcEpob2ZlMlJCRVFjQT09>

Meeting ID: 957 5508 6956

Passcode: 252197

If you are unavailable at 10 AM CET, an alternative date is **May 4, 2021 at 5 PM CET**. This session is **not explicitly** for the symposia format but will cover basics of designing your session. You can enter the session via the same link provided above.

Note: While we highly recommend for all presenters to attend the session, we are aware that time constraints may prevent you from attending. We will record these sessions and make them available to you – please watch them at a time convenient for you in due time prior to the event.

TECHNICAL TEST CALL

The technical test call will function as a practice call for your session. In this session we will cover all technical aspects of your presentation to allow for a hitch-free session at EIE2021. This includes instructions on, e.g., screen-sharing, light and sounds, available technical assistance, and how to enter your presentation space. You will have the chance to ask your questions during this session. If you have any questions in advance, please send them to us via info@implementation.eu and we will make sure to cover them during the session.

The technical test call for symposia will take place on **May 20, 2021 at 5 PM CET**. You will receive a calendar invite in due time. You can enter the session via the following link:

<https://us02web.zoom.us/j/81180739866?pwd=ZENXdG1vZUVqZERYSnBYcGRJbk9Udz09>

Meeting ID: 811 8073 9866

Passcode: 210527

If you are unavailable on May 20, 2021 at 5 PM CET, an alternative date is **May 25, 2021 at 10 AM CET**. You can enter the session via the same link above.

Tips, tricks and guidelines for symposia¹

As we all have experienced by now, *presenting* (online) can be a challenge. Follow these guidelines to make your oral presentation effective and enjoyable for your audience.

- Prepare a **single slide deck**. In order to use your time effectively, please prepare a single slide deck – including all your presentations – for your symposium. That way you will avoid spending time on changing the sharing of the screen and potential technical glitches during your session.
- **Appoint one person to be the slide master** – this person will have the responsibility to **merge your team's slides** and to **steer the slide deck** for the entire duration of your symposium. There is no need to upload your slides beforehand as you can screen share them from your end.

The role of the symposium chair

First and foremost, **a good chair will be key** to any successful symposium, and especially when held online. Hence, your chair should be an **active moderator and facilitator** of the room and "own" the panel club. This will require moderators to

- Welcome the audience, introduce the speakers and set the scene. Keep in mind to
 - **not waste too much time on introductions**. Keep it brief and use no more than 5 minutes in total.
 - **set the scene for a diverse audience**: Introduce your session with a clear rationale. What is your main theme? Why did you choose to present on this theme? Your audience will be diverse - EIE2021 attendees are researchers, organisational leaders,

¹ Gratefully borrowed and adapted from the ESRII2019 Copenhagen guidelines who gratefully borrowed and adapted it from the ISRII2019 Auckland guidelines.

practitioners, and policymakers from different human service sectors with differing degrees of implementation experience. Think about how to best open your topic to multiple perspectives.

- *Manage time well.* Chair the session according to your time plan. Alert presenters when they reach their maximum presentation time and steer audience interaction within time limits.
- *Maintain a red thread.* When interacting with the audience, keep the discussion on track but also allow it to go off track if that will benefit the session. Have a plan for how to get back to your red thread if discussions take a detour – which can be beautiful. Keep in mind that the online setting requires strong moderation.
- *Continuously gauge the room.* Keep the audience engaged, let the debate run when appropriate and move on when it's time.
- *Secure time for a wrap up:* A good symposium will keep the participants thinking even after we have pressed the 'end meeting' button. Let attendees leave inspired and stimulate their critical thinking. Three brief take home messages can be a good way to do that. Think about how you want to convey these messages.

What all symposium presenters should keep in mind

Prepare well

- Budget your time: Keep in mind to take a minute or two less than your maximum allotment.
- Limit your slides: One minute/slide is a good estimate.
- Consider replacing text with strong (relevant) visuals like flowcharts or graphs.
- Better safe than sorry: Preview your presentation (check for errors etc.)
- You want to use a **video** during your presentation? Please let us know beforehand and our technical assistant will take care of it.
- PRACTISE! Ask a colleague to judge your presentation, delivery, clarity of language, and use of time. If you feel rushed when you practice, then you have too much material.

Keep it simple

- Keep background information to an absolute minimum. Avoid providing a rationale for why implementation is important (after all, you will be preaching to the converted).
- Keep textual information to a minimum. Summarize the main points – don't include every detail of what you plan to say. Less is more. Don't forget that people aren't listening to you when they're reading your slides, and the other way around.

- Keep your talk to three take-away messages. Don't flood the audience with more than they can absorb.
- PowerPoint has amazing animations. Please don't go overboard.

Make it lively

- Tell a story – it makes it easier for you to share your world with the audience.
- The symposium chair will stop your talk if you go over your allocated time, so don't save the best for last! You don't want to have to cut your 'grand finale' short.

Enable a good follow up

- Include contact details (email, Twitter handle etc.) so others can follow up with you.
- People might want to take and share pictures of you and your slides. If you have issues with this (e.g., results that you would like to keep to a restricted audience for the time being), please let the facilitator of your session know, so this can be communicated at the beginning of the session. Additionally, add a "no-photography" icon to slides you would rather not have public.
- Using a QR code on your slides is a great way to link to, e.g., your website, a published paper or pre-print, etc. You can make QR codes on this website: <https://www.qr-code-generator.com/>

Also, if you are looking for scientific and peer-reviewed tips on making effective oral presentations, check out this paper: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1857815/>

Social Media

Twitter is a great discussion platform to use during conferences. If you are on *twitter*, make sure to include your *twitter* handle in your name badge and on your poster and use the hashtag **#EIE2021**. *Twitter* can be your extended discussion platform!

Key dates for symposia presenters

Design session **May 4, 2021 at 10 AM CET**
Test call **May 20, 2021 at 5 PM CET**

Any questions?

Let us know at

info@implementation.eu