



Speaker Information for THETA

WELCOME AND THANK YOU

Your contribution as a speaker to The Higher Education Technology Agenda 2017 (THETA 2017) Conference is welcomed by THETA 2017's Organising Committee.

WE ARE HERE TO HELP YOU

Services and facilities will be provided to help ensure your presentation runs smoothly. Please take the time to read these briefing notes ahead of the conference to help us achieve this goal. Deadlines, technical stuff, what to do before the Conference and on arrival ... it's all here.

TIME-LINE FOR PRESENTATION PREPARATION

FEBRUARY	MARCH	APRIL
<p>Friday, 03 February 2017: Confirm your acceptance of the offer to speak</p> <p>Friday, 17 February 2017: Submission of full papers Audio Visual (AV) Special Requirements Creative Commons License form</p>	<p>Wednesday, 1 March 2017: Early bird registration closes</p> <p>Friday, 3 March 2017: Paper Review deadline</p> <p>Wednesday, 8 March 2017: Paper Notification</p> <p>Friday, 24 March 2017: Paper Resubmission deadline</p>	<p>Friday, 7 April 2017: Paper final acceptable Questions for Conference app</p> <p>Friday, 28 April 2017: PowerPoint to be emailed to THETA 2017</p> <p>MAY Conference Date: 7-10th May 2017</p>

NEED HELP?

Contact: **Lynda Booth** : office@iconevents.co.nz
 Conference Manager, Icon Conference & Event Management
 PO Box 44195, Pt Chevalier, Auckland, New Zealand
Phone: +64 9 845 5540, **Mobile:** +64 21 779 233



BEFORE THE THETA CONFERENCE

Everything speakers need to know in preparation for the conference

1. SESSION PRESENTATIONS, CONVENE A DEBATE OR LIGHTNING ROUND AND POST CONFERENCE WORKSHOPS

ORAL PRESENTATIONS TO START WITH A THETA 2017 COVER SLIDE TEMPLATE

The Programme Committee requests all **Oral Presentations** begin with the same PowerPoint slide template. [Click here to download the slide template](#). (Tip: if you are having trouble downloading this in your preferred browser, try Firefox or Chrome)

NOTE: You need only use the template for your cover slide; after that you are free to structure your "slide deck" however you wish.

Please set up your slide in ratio 16:9.

If your presentation is created in PowerPoint 2010 (or earlier version) then please follow the guide: [How to change your slide size from standard 4:3 to 16:9 ratio](#).

If your presentation was created in PowerPoint 2013 (or later version), your slides will probably already be in 16:9 ratio. The guide contains instructions to check the ratio of your presentation.

EMAIL YOUR COMPLETED PRESENTATION

Once your presentation is complete, please save as: your day of presentation, first name and last name.ppt (e.g. Thursday_BrillSmith.ppt).

Please also ensure you bring your presentation to the conference on a USB flash drive as a back-up.

ACTION: Email your presentation to office@iconevents.co.nz by **Friday 28 April 2017**.

INFORMATION TO HELP YOU TO STRUCTURE YOUR EFFORTS

Lightning Round / Point & Counter Point Debates

- Identify who will facilitate the session
- Identify who will be the timekeeper, if not the facilitator, for your allocated 25 minutes
- Determine how audience voting will be structured.



Poster Presentations

- ☒ Digital posters will be made accessible to delegates on **Sunday 7 May**, so that they can view them at their leisure
- ☒ You will be allocated a 15-minute time slot and appropriate space to “run” your poster and answer questions. Sessions will be scheduled during lunch and morning / afternoon teas. Delegates will be advised of this arrangement.
- ☒ We are hoping to build into the conference app the ability for delegates to upload questions about your poster at any time during the conference
- ☒ The content of your digital poster will be retained for post-conference open access, unless you stipulate otherwise
- ☒ Your digital poster should be reasonably self-explanatory.

Some technical considerations for posters

- ☒ Your poster, i.e. file, should be viewable through a web browser
- ☒ Please take into consideration performance for post-conference viewing
- ☒ Consideration should be given to the quality of any images and the size and legibility of any fonts used (minimum 20pt font)
- ☒ 55 inch landscape touch screen will be provided with your choice of Windows or Mac attached
- ☒ Back-up solution will be to run the file from a USB flash drive.

Poster design

Grab the opportunity to be creative to produce something engaging. Your options are many, feel free to tailor your design to suit your purpose and your resources.

This could range from a very simple solution to something that uses a mix of formats to get information across, such as the [Example of useful mix of format and method](#).

Your poster does not need to be this “big”/ complex; the point is that the example style is engaging and self-explanatory. You may decide a YouTube type format or an interactive pdf is more suitable for your purpose.

NOTE: There will be a prize for the best poster – see [Submissions page](#) for information about awards.



2. AUDIO VISUAL

The following audio visual equipment will be in each presentation room at the conference:

- ☒ Projection screen behind the presenter
- ☒ High resolution projector
- ☒ 32" foldback monitor in front of the presenter & stage
- ☒ Remote mouse to click through presentations
- ☒ Lectern and lectern microphones
- ☒ Option of a hand held or lapel wireless microphone

NOTE: The screen size and projector will be relevant to the size of the room.

Unless previously arranged, only the AV equipment listed above will be available.

☒ **ACTION:** For special AV requirements, email office@iconevents.co.nz by **Friday, 17 February 2017**.

3. PRESENTATIONS

- ☒ PowerPoint is the preferred software for presentations
- ☒ Please try and load presentations with the speaker prep team in advance or bring them to the operator in the room as early as possible to avoid any late confusion
- ☒ Please give us the presentations on a USB flash drive or send by email earlier
- ☒ Avoid cloud storing presentations, in case of any internet issues on the day.

USING YOUR MAC FOR PRESENTATIONS

There always tend to be issues around transferring Mac presentations into PowerPoint. We can plug your Mac up on stage if necessary. Let us know what adapters will be needed in advance, or please bring the relevant adaptor for your laptop on the day.

- ☒ Please make all presentations in the 16:9 ratio as our screens in the room are all 16:9.
- ☒ If you are embedding videos, please make them MP4 format and also bring them with you as separate files on your USB flash drive in case we have to re-insert them on the day.
- ☒ If you are using a specific font in your presentation please bring the fonts with you.



4. PRINTING AND HANDOUTS

Handouts for your session, if used, must be brought with you as there will be no printing facilities at the conference. We recommend that you arrange to have your handouts available on the conference app, or email it to interested delegates post event. If emailing, please arrange to have an email sign-up sheet/s available in your presentation room.

ACTION: For handout information loaded onto the app, please email office@iconevents.co.nz

5. PAPER SUBMISSIONS

THETA 2017 is asking authors of full papers to use the [AJET guidelines](#) for manuscript formatting. You do NOT submit your paper to AJET, of course. Instead you [upload to the etouches portal](#), i.e. the same system used to upload your original submission / abstract.

Word / page length: 5,000 – 8,000 words. We suggest papers are a maximum of 10 pages, including references. It really needs to be long enough to ensure that you have adequately covered your topic.

ACTION: Deadline for submission of full papers: **Friday, 17 February 2017.**

If anything above is unclear, please contact office@iconevents.co.nz directly.

6. THE CREATIVE COMMONS (CC) LICENCE

One of the principle aims of the THETA conference 2017 is to share ideas. Following good practice by other well-known conferences, it is proposed to make all content available under a Creative Commons licence, specifically Creative Commons BY 4.0 (international licence), in order to allow interested parties to use content freely and easily. This approach protects your rights as the author / creator by clearly outlining the acceptable usage of your content by others.

We have chosen the following licence **ATTRIBUTION-NONCOMMERCIAL-NO DERIVATIVES**

<https://creativecommons.org/licenses/by-nc-nd/4.0/legalcode>



This licence allows others to download your works and share them with others as long as they credit you, but they cannot change them in any way or use them commercially.

The implications for you are threefold:

☑ Please use the [Creative Commons \(CC\) PowerPoint slide template](#) at the start of your presentation.

NOTE: You need only use that template for your cover slide; after that you are free to structure your 'slide deck' however you wish.

☑ By ticking the relevant box in the [2017 Permissions form](#), you are agreeing that you will 'do the right thing', i.e. not insert 3rd-party copyright material which is either not openly licensed or for which you do not have permission

☑ Depending upon local policies, you may wish to consider uploading your content to your organisation's institutional repository.

☑ **ACTION:** Email **Permissions form** to office@iconevents.co.nz by **Friday, 17 February 2017**.

7. REGISTRATION – EARLY BIRD CLOSES 1 MARCH, 2017

As a presenter at the THETA Conference 2017 you are required to register and pay the appropriate fee for the conference.

[Register Now](#)

8. CONFERENCE APP

We are creating a mobile app for THETA 2017. More information will be available soon.

As a presenter you may wish to use the App to make your presentation interactive by:

☑ Asking the audience questions

☑ Polling the results of these questions

☑ **ACTION:** Deadline for submission of questions for the Conference App: **7 April 2017**



ARRIVING AT THE THETA CONFERENCE

Everything speakers need to know when arriving at the conference

1. REGISTRATION

As a presenter at the THETA Conference 2017 you are required to register and pay the appropriate fee for the conference.

[Register Now](#)

On arrival, please visit the **Registration Desk** to collect your name badge and other related materials.

The Registration Desk will be located on [Level 2 of the Aotea Centre, Auckland](#) and will be open during the following times:

- 🕒 1300 – 1730 Sunday, 7 May 2017
- 🕒 0700 – 1700 Monday, 8 May 2017
- 🕒 0800 – 1730 Tuesday, 9 May 2017
- 🕒 0800 – 1630 Wednesday, 10 May 2017

If you have any queries regarding the conference programme or your presentation, please visit our friendly team at the Registration Desk.

2. PRESENTATION PREPARATION ROOM

All presenters are asked to visit the Speakers' Preparation Room following registration at the conference, to run through your presentation. The Speakers' Preparation Room will be located in [Goodman Fielder Room on level 4, Aotea Centre](#) and will be open during the following times:

- 🕒 1300 – 1730 Sunday 7 May 2017
- 🕒 0700 – 1700 Monday, 8 May 2017
- 🕒 0800 – 1730 Tuesday, 9 May 2017
- 🕒 0800 – 1630 Wednesday, 10 May 2017

<http://theta.edu.au>
7-10 May 2017



All presentations will be sent from the Speakers' Preparation Room to the room you are presenting in, unless you wish to use your own laptop.

3. PRESENTING A SESSION, CONVENING A DEBATE, CONVENE A LIGHTNING ROUND

Arrive at your session room at least 15 minutes before the start of your session, to meet the Session Chair and check that your presentation has been correctly loaded. Time slots for most presentations are 25 minutes (20 minutes presentation, five minutes question and answer). For debates, lightning rounds, etc. please consult the [THETA 2017 programme](#) to see the allocated time.

The Session Chair will time your presentation and provide you with a 'warning' at 5 minutes remaining, at 2 minutes remaining and also when time is up. You may like to rehearse your presentation with slides in advance to ensure it fits within the allotted time.

4. CONFERENCE APP

The app is also a useful resource, as it will allow you to use your smartphone or tablet during the Conference to:

- ☑ Access session/poster details
- ☑ Add presentations to your Favourites for easy reference
- ☑ Take notes on sessions (and email the notes to your inbox)
- ☑ Give feedback on sessions
- ☑ Receive news alerts
- ☑ Access Exhibitor profiles
- ☑ View the exhibition floorplan
- ☑ View the #THETA2017 Twitter feed, and compose tweets
- ☑ Access maps to help you navigate the conference

The app is called THETA Conference and will be available for download from the iTunes Store and Google Play soon. Please remember to check for updates as content is being regularly updated.