

# Presentation Formats

## Face-to-Face

- Presentations (30 minutes)
- Panels (75 minutes)
- Facilitated Discussion Forum (60 minutes)
- Special Interest Groups (60 minutes)
- Posters (75 minutes)
- Ignites (6 minutes 40 seconds)
- Hands on Demo (75 minutes)
- Pre-Conference Workshops (3 hours)
- Vendor Presentation (30 minutes)

## Virtual

- Presentations (30 minutes)
- Panels (75 minutes)
- Facilitated Discussion Forum (60 minutes)
- Posters

## Format Descriptions

### Presentations (30 Minutes) (In Person and Virtual)

**Presentations are 30 minutes in length.** Presentations could consist of academic paper and/or demonstrations. Q & A and handouts are strongly encouraged. Each presenter will receive feedback forms from the audience after his/her presentation. It is recommended that there are no more than 2 speakers for this format.

### Panels (75 minutes) (In person and Virtual)

**Panels are 75 minutes in length** and consist of a coordinated presentation of related paper and/or discussion by three or more speakers, each offering a perspective on a common issue(s) with time for Q&A. A panel should include a coordinator who submits an abstract describing the common theme and listing the individual presenters and their topics. Use of supporting technology, audience participation, and state of the art topics are strongly encouraged.

### Facilitated Discussion Forum (60 minutes) (In person and Virtual)

**Facilitated discussion forum sessions are 60 minutes in length.** Participants share problems and solutions regarding topics or products of broad general interest to the CE or CEE community. This session should be such that it will stimulate considerable audience participation. Proposals should include both a topic and summary of discussion questions to be addressed in the session. Participants should be ready to share experiences, learn best practices, and discuss topics of common interest. Facilitated by the session proposer, these are small group sessions, guided discussions, and spur informal group interactions.

### Posters (In person and Virtual)

**Poster sessions are exhibited for 75 minutes in length and run consecutively with Technology Showcase.** Presenters are available at individual stations for demonstrations, displays, and/or discussions with conference attendees. Presenters are provided a 6 ft table with 2 chairs and an easel for their display. Presenters are responsible for providing their own foam board or other materials needed for their display. For any demonstrations or PowerPoint/slides, presenters will need to run and display from their personal laptop, iPad, or tablet. Access to an electrical outlet is not guaranteed.

### **Special Interest Group (SIG) (In person only)**

**Special Interest Group sessions are 60 minutes in length** and often run consecutively with the Facilitated Discussion Forum sessions. SIGS are meant to give an opportunity for formalized SUNY-wide groups or Communities of Practice to meet face to face and conduct group business or discuss group initiatives. SIGS can be “open” or “closed.” Open SIGS are usually meant to widen the reach of the group and invite others to participate. If a SIG is “closed” it is only meant for current group members.

### **Ignite Session (In-person Only)**

**An Ignite Session is 6 minutes and 40 seconds in length!** Participants are invited to present a short session of 20 slides, each slide lasting only 20 seconds. An ignite presentation is meant to “ignite” or “spark” ideas in others. Get others excited and showcase your campus initiative, best practice, or passion for a new teaching tip, technique, or tool. Slides should be timed to rotate automatically.

### **Hands-On Demo (In-person Only)**

**Hands-On demos are 75 minutes in length.** Participants who attend these sessions will have the opportunity to actively participate in the instructional strategies being presented. Hands-On demos are scheduled in a computer lab.

### **Pre-Conference Workshops (In-person Only)**

**Conference workshops are 3-hours in length** and include the participation of a limited number of pre-registered attendees in learning activities designed to develop their expertise in a specific area. Hands-on activities are highly encouraged.

### **Vendor Presentation**

**Vendor Track presentations will be 30 minutes in length** and will ideally tie into one of the conference themes. Vendors who wish to present must submit an abstract of their presentation that includes, or is in conjunction with, an institute of higher learning, who has used the product / service in an innovative manner to improve the teaching and learning environment. We invite you to present the innovation, its development, implementation, outcome, and the effectiveness of the technology in higher education.

## **Presentation Ratings:**

### **\* Introductory**

This session will present concepts that require either no knowledge or a basic level of computing/technology knowledge. Participants will understand concepts without having discipline-specific knowledge.

### **\*\* Intermediate**

This session will present concepts that require an introductory to intermediate level of computing/technology knowledge. Discipline-specific concepts may be presented.

### **\*\*\* Advanced**

This session will present concepts that require an advanced understanding of computing and technology. Discipline-specific knowledge will be presented.