



NOTES TO PRESENTERS

1. Designing your posters

- Make sure you have information about the presentation topic, name of the author(s) and affiliation on the poster.
- You can freely design how to use up the space of the notice board (display area size: 97 cm x 146 cm) assigned to you. For example, you can put up one big poster, or you can decide to put up a number of smaller ones instead.
- Using columns is a good idea. Then the presentation format can be presented in a number of columns, beginning at the left-hand side of the board.
- A brief introduction, clear explanation of the eLearning project/ strategy, and evaluation results (if available) should be clearly displayed on the poster.
- Focus on a few main points using clear and sufficient graphics.
- Consider using outlines or dot points for the poster presentation.
- Use a clear and large font size for easy viewing.

2. The notice board arrangements

- Each presenter will be allocated a notice board. Please make sure your posters are posted on the correct board. Please check the board arrangement with the conference helpers at the location.
- Additional notice boards can be arranged. Please contact the EXPO team as soon as possible for special arrangements.
- The board will be pre-covered with background paper (light grey) and the posters can be posted on top using appropriate magic tapes, blue tack or staplers. A limited supply of these will be provided on the location.
- Conference helpers will be present on the location to provide assistance with putting up the posters if needed.

3. Time schedule

- The time to set up your poster(s) is between 1:00 pm and 1:40 pm, Thursday, 18 October 2007. It can be extended to 3:15 pm if you decide to skip the keynote and panel sessions (but we think you will enjoy these sessions, and so encourage you to come!) There will be student helpers available in the poster area throughout the period 1:40 to 3:15 pm.
- Presenters are reminded to remove all materials [computer(s) or poster(s)] and personal belongings after the event is finished. Any materials left unattended in the display will be dismantled by 5:30 pm, Thursday, 18 October unless prior arrangements are made.

4. Supplementary materials to be considered

- You can bring handouts, pamphlets or additional materials in order to assist participants to understand your innovative materials/studies. This is a good opportunity to disseminate your work and perhaps find collaborators.

5. Demonstration (optional)

- Each presenter will be granted a table (size: 61 cm x 183 cm), a couple of chairs, and the electricity supply for wireless computer(s) in the 1/F, foyer, ELB. The table and chairs will be placed in front of the notice board assigned to you.
- You are requested to bring along your own computer(s) if you intend to demonstrate your website, eLearning materials, or eLearning strategies on the location. The table can accommodate one to three notebook computers. Desktop computers are not encouraged.
- The WLAN is connected through Classnet. Logging into the system requires you to input your computer ID and CWEM password.
- Both Mac and Windows-based notebook computers can be used.
- There will be EXPO technicians/ helpers to help configure and connect your notebook computer(s).
- You are recommended to a) have a fully charged battery on their computer(s) to play safe, b) bring your presentation file on a flash drive or CD-ROM in case online transmission lines are either busy or too slow.
- The demonstration section runs together with the poster session from 3:15 pm to 4:45 pm, Thursday, 18 October 2007.

6. Facilitation

- You are earnestly requested to attend to your poster and/or demonstration stations between 3:15 pm and 4:45 pm. The main purpose is to explain and demonstrate your eLearning project, development or project to any interested parties and answer queries. This is a good way to find new collaborators.
- If you are not available to attend the poster presentation/ demonstration on the day, you can assign your delegate(s)/ colleague(s) to facilitate the session for you. In this case, you are encouraged to inform the EXPO team about the arrangements as soon as possible. Make sure that she/he knows about the arrangements for putting up the posters and/or demonstration.
- You and/or your delegate are welcome to bring along additional helpers to support the facilitation. However, the maximum number of all the facilitators for each station should be limited to five.

7. Best poster and/or demonstration award

- An award will be given to the best poster whose poster presentation and/or demonstration that best addresses eLearning innovative strategies for teaching and learning. The results will be announced at the closing ceremony.
- Judgment of the posters and/or demonstration is made by a panel of fellow professors of the University. Posters will be reviewed and scored based on the following criteria.

- a. Abstract – states clearly the project objective(s), current status and how it is relevant to eLearning for teaching and learning purposes (10%)
- b. Topic - addresses eLearning for teaching and learning purposes (promotion of innovation strategies that are transferable to multiple contexts) (25%)
- c. Content and relevance – explains the project clearly. If the project is still ongoing and evaluation results are not yet generated, more emphasis can be put on the explanation of objectives and approaches. (25%)
- d. Presentation – clear, concise and coherently sequenced. (20%)
- e. Question handling – responds clearly, and demonstrates understanding of the project in terms of the objectives, method, results, and the relevant knowledge of subject area when answering enquiries. (20%)

8. Important dates and times to remember

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| 19 Sept 2007 | Deadline for submission of title and a brief abstract (50 – 100 words) of the paper presentation. The title and abstract will go to the EXPO website and the EXPO booklet of the day. |
| 12 Oct 2007 | Any request of special equipment and/or notice board arrangements should reach the EXPO organizing team. |
| 19 Sept 2007 – 5 Oct 2007 | Poster design draft can be sent to the EXPO if comments wanted |
| 21 Sept – 18 Oct 2007 | Invitation of fellow colleagues/ professionals to register for the EXPO as participants |
| Before 12 Oct 2007 | Finalize posters and demonstrations |
| 1:00 to 1: 40 pm, 18 Oct 2007 | Set up of posters and demonstration on the day |
| 3:15 to 4:45 pm, 18 Oct 2007 | Facilitation on the day |
| 4:45 pm, 18 Oct 2007 | Best poster award announcement |

9. Further Enquiries

EXPO team

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Posters and demonstrations

