The 19ᵗʰ International CDIO Conference
Engineering education for a smart, safe and sustainable future
June 26 – June 29, 2023
Norwegian University of Science and Technology (NTNU)

GUIDELINES FOR PODIUM PRESENTATIONS

May 31, 2023

Guidelines in brief

The total presentation time per paper, including Q&A and a brief introduction by the Session Chair

- EER (Engineering Education Research)   30 min (max 25 min + 5 min Q&A)
- Advances in CDIO   30 min (max 25 min + 5 min Q&A)
- CDIO Implementation   20 min (max 15 min + 5 min Q&A)
- Projects in Progress   15 min (max 10 min + 5 min Q&A)

Note that the presentation times varies for the different tracks! Use the Contribution Lists to check which track your contribution belongs to, and leave at least 5 minutes for Q&A independent of which track you are presenting in. The parallel sessions

The room is equipped with a projector and a console for connecting your laptop. **Bring your own laptop with a HDMI port, or HDMI adapter.** For backup bring a memory stick.

Always follow instructions from the Session Chair as they are responsible for the session beginning and ending on schedule. The Session Chair are instructed to be strict with time-keeping.

All Podium Presentations are planned after breaks – **Session Chairs and Presenters need to meet up at least 15 minutes before session start to prepare the presentation.**

Planning your presentation

The podium presentations are arranged in parallel sessions of 90 or 60 minutes duration. Each parallel session consists of podium presentations and activities (workshops or round tables) in parallel. A podium presentation track consists of 3-4 consecutive presentations on a common theme, but from different tracks.

Be aware that the total length of each session includes the session chair's introduction of each speaker, the transition time between speakers, the presentations, and the Q&A discussions. As the allocated presentation times differs for the presentations it is absolutely essential that presentation times are adhered to.

All submissions are available for download from two weeks before conference start so interested participants may come prepared. Your audience will be interested in what they can learn from your results and experience, so it is critical to include some reflection in addition to reporting the central points of your work.

The session chair will be responsible for keeping track of time, so please be mindful of signals from your session chair while speaking.

During the conference

Please find the room where your presentation will be held when you arrive at the conference venue so that you know where it is located. Arrive at your scheduled room at least 15 minutes before your session begins. Introduce yourself to the session chair. Please follow any instructions given to you by the session chair. The chair will be responsible for introducing each session, facilitating Q&A discussions, and keeping the presentations strictly on schedule. You will be notified by the chair when you are running out of time, and they will move on to the next speaker at the end of your allocated time. Please be prepared for this. If a presenter is not present at the time when the presentation is scheduled to begin, the chair will ask the next presenter to begin and the session will end before the planned time.