7th Living Knowledge Conference
Information on Ultra-short Format Sessions

Thank you for opting to give an ultra-short format presentation at the conference. We hope you enjoy the experience – it can be challenging for presenters but conference participants generally find it very engaging and inspirational.

Preparing for the session:

- The chair of the session should be in contact with you at least 2 weeks before the conference to introduce themselves and outline how the session will run.
- You will find details of the time for your session and the room number allocated in the programme on the conference website; [http://www.livingknowledge.org/lk7/](http://www.livingknowledge.org/lk7/)
- If you are using powerpoint (i.e. all formats except for the practice exchange), please make sure that you have sent your slides by email to livingknowledge@dit.ie by Monday 13th June at the latest (with your presentation/submission ID number in the subject line), so we can have them ready on the computer in the room you will be presenting in.
- A short video with some tips on preparing 2 to 5 minute ‘lightning’ talks is available here; [https://www.youtube.com/watch?v=5UOZP0OCmPA](https://www.youtube.com/watch?v=5UOZP0OCmPA)
- If you are presenting a flipped session, please send the advance material to livingknowledge@dit.ie as soon as possible (and by June 13th at the latest) with ‘Flipped Session’ and your presentation/submission ID number in the subject line. We will make the material available online at [https://preconferencelivingknowledge7.wordpress.com/](https://preconferencelivingknowledge7.wordpress.com/)

There are a range of ultra-short formats and the types are mixed within the sessions so please check the notes below to be sure of the requirement for the format you have selected. In all cases, the chair will divide time between the presenters equally, so that each can respond to questions directly after their ultra-short presentation.

<table>
<thead>
<tr>
<th>Format</th>
<th>Details</th>
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<tbody>
<tr>
<td><strong>Pecha Kucha 20x20</strong></td>
<td>is a simple presentation format where you show 20 images, each for 20 seconds. The images advance automatically and you talk along to the images. The presentation should take just under 7 minutes and this will be followed by a short question and answer session. For tips on preparing Pecha Kucha slides with 20 second timings embedded, please see this video; <a href="https://www.youtube.com/watch?v=32WEzM3LFhw">https://www.youtube.com/watch?v=32WEzM3LFhw</a></td>
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<tr>
<td><strong>Gasta</strong></td>
<td>(the Gaelic word for fast, clever, quick, smart, snappy) is a short concise presentation with slides for practitioners to present on a collaborative activity or research idea that they are implementing. The presentation can come in a variety of forms that may involve role-play, interactivity and lecture styles. We invite you to be creative. The format is a 5 minute presentation, with timed slides.</td>
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<tr>
<td><strong>Practice exchange</strong></td>
<td>is a forum for practitioners to give a short, succinct pitch on an idea or technique they have implemented in collaborative research, and the learning and/or challenges that emerged from the experience. The format is a 3-minute presentation, without slides.</td>
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**Oral Byte** involves presentation of a short development result or idea for collaboration

- The format is a **5 minute presentation using 3 slides**.

**Flipped Session** involves material being made available to participants in advance (e.g. via online video, screencast or some reading material) thus releasing session time for discussion/application of the topic in the session.

- The format is a **5 minute presentation** which makes reference to and builds on the material provided in advance. The advance material will be made available online at [https://preconferencelivingknowledge7.wordpress.com/](https://preconferencelivingknowledge7.wordpress.com/).

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**During the session:**

- Please make sure that you are in the room you will be presenting in **at least 10 minutes before the session starts** and introduce yourself to the chair and check that your presentation is loaded to the PC if you are using one.
- The chair will use A4 signs to give you a time check of ‘1 minute left’ and they will also use a ‘Stop now please’ sign if they need to.
- These sessions are designed to promote further networking and we would recommend that you invite participants to discuss your work further with you in the coffee and lunch breaks that follow.

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**Some Guidelines for Lightning Talks** (with thanks to [Damian Gordon](https://www.damiangordon.com/), School of Computing DIT);

- Don’t worry about the slides, focus on the message you need to get across to your audience first, and worry about the slides later.
- Remember that this is not a lecture, you have to keep the message simple, focus on the essentials, it is only a short period of time to make an impact.
- It sometimes helps to start with an example, or a (vaguely) relevant news story.
- Consider using audio effects in your slides.
- Keep graphs and charts very simple in your slides (e.g. [https://tedconfblog.files.wordpress.com/2014/07/traffic-chart.jpg](https://tedconfblog.files.wordpress.com/2014/07/traffic-chart.jpg)).
- Avoid using tables of numbers in your slides.
- Sometimes it helps to use an analogy if you are explaining something complex; or simplify your message (e.g. "If the world were 100 people: [http://www.100people.org/statistics_detailed_statistics.php](http://www.100people.org/statistics_detailed_statistics.php)).
- Keep the text to a minimum and focus on images and visuals in your slides.
- Know which slide(s) you will be able to skip if you are running out of time.
- Use a distinctive colour palette for the slides.
- Read some Edward Tufte (e.g. [https://s3.amazonaws.com/arena-attachments/47069/The_Cognitive_Style_of_PowerPoint.pdf](https://s3.amazonaws.com/arena-attachments/47069/The_Cognitive_Style_of_PowerPoint.pdf)).
- Finish with a question for participants to think about, or an invitation to join you for coffee/lunch if they want to find out more about your work.