Thank you for contributing a collaborative presentation or longer format session (workshop / discussion panel / round table session / problem solving session / interactive creative format) at the conference.

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. Please remind them if you had requested any specific equipment to be available in the room the session will run in.
- 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/
- If you are using powerpoint, 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.

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 ‘5 minutes 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.

Note that the oral presentations should last 20 minutes and must include some interaction with the audience within that time.

The longer format sessions last either 45 minutes or 90 minutes and, in keeping with the aims of the conference, interaction and discussion with the participants should begin by at least 15 minutes into the session.

The table below summarises the timings and opportunities for questions that you need to be aware of for your session:

<table>
<thead>
<tr>
<th>Collaborative oral presentations</th>
<th>Long formats - Workshops / Discussion panels / round tables / problem solving sessions / interactive creative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presentation (must include some interaction with audience) = 20 minutes</td>
<td>Session = 45 or 90 minutes. Interaction &amp; discussion with the participants should begin by at least 15 minutes into the session.</td>
</tr>
<tr>
<td>Time check from chair 5 minutes and 1 minute before end.</td>
<td>Time check from conference organisers 15 minutes before end and from chair 5 minutes before end.</td>
</tr>
</tbody>
</table>
Most sessions have fewer than 4 presentations, in which case there will be additional time for questions and further interaction (5-7 minutes for each presenter). The chair will divide the time between the presenters equally, so that each can respond to questions directly after their presentation.