



**ICSEI**

International Congress for  
School Effectiveness and Improvement

Stavanger, Norway  
8-12 January, 2019

## Important notes for presenters

### Venue address

Stavanger Forum  
Gunnar Warebergsgate 13  
4021 Stavanger

### Conference app

The event app will help you find your way around the congress, and you can use it to build your own schedule for the congress.

[DOWNLOAD THE APP](#)

If you search for the app directly in Google Play Store or Apple App Store, you need to search for CrowdCompass AttendeeHub. This is a container-app, and you can search for ICSEI 2019 on the inside once you download the AttendeeHub-app.

### General Instructions

All presentations will be held at the Stavanger Forum Event Centre unless otherwise specified. For ICSEI 2019, the presentation forms are as follow:

- Innovate
- Symposium
- Paper Presentation
- Workshop
- Poster
- Learning Walkthrough

The rooms used for Innovate, Symposium, Workshop, and Learning Walkthrough sessions all have screens, PCs, and speakers available.

Please make sure to use Power Point for presentations (not Keynote), and preferentially have them available on a memory stick / external USB drive. If you plan to show videos as part of your presentation, we recommend that you also have these available on the memory stick / external USB drive.



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If you wish to use your own laptop or tablet, each room has a bundle with the most commonly used adapters. The venue uses HDMI as their preferred connector.



The room used for Learning Walkthrough sessions will also have poster walls available.

We strongly encourage you to set up 10 minutes before your presentation starts.

***Please note:*** There will be no technical aids available for Paper Presentations. Bring along handouts if you wish to share your work and/or offer a visual aid.

If you require any other equipment, please email the Organizing Committee at [icsei2019@uis.no](mailto:icsei2019@uis.no) by **Friday, 21. December 2018** and we will do our best to meet your requirements.

## Technical Recommendations

Presentation Slides Specifications:

- Power Point (PPT or PPTX) in 16:9 aspect ratio
- If videos are to be screened in your presentations, they should be inserted into the relevant slide(s), with the start per click-configuration, also in 16:9 format. The video format should be in the MP4 format.

Video Specifications:

- Video format must be in MP4 H.264 25 FPS;
- Aspect Ratio: 16:9



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- Resolution: 1920x1080,
- Bitrate not more than 20 Mbit/s.

#### Wireless Internet Access (WiFi):

- The venue offers an open high speed WiFi connection.
- The name of the network is **Stavanger Forum**
- You do not need any password or username to access the Wifi network

### **Information Regarding Electricity in Norway**

In Norway, the power plugs and sockets are of type F. The standard voltage is 230 V and the standard frequency is 50 Hz. You can use your electrical appliances in Norway, if the standard voltage in your country is in between 220 - 240 V (as is the case in the UK, Europe, Australia and most of Asia and Africa). Manufacturers take these small deviations into account. If the standard voltage in your country is in the range of 100 V - 127 V (as is the case in the US, Canada and most South American countries), you need a voltage converter in Norway. You can also consider a combined power plug adapter/voltage converter.

If the frequency in Norway (50 Hz) differs from the one in your country, it is not advised to use your appliances. However, if there is no voltage difference, you could (at your own risk) try to use the appliance for a short time. Be especially careful with moving, rotating and time related appliances like clocks, shavers and electric fan heaters.

To be sure, check the label on the appliance. Some appliances never need a converter. If the label states 'INPUT: 100-240V, 50/60 Hz' the appliance can be used in all countries in the world. This is common for chargers of tablets/laptops, photo cameras, cell phones, toothbrushes, etc.

In Norway the power plugs and sockets are of type F. Check out the pictures on the following page.



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**Type F:** also known as "Schuko".



This socket also works with **plug C:**



and **plug E:**





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## Information Regarding Sessions

### Innovate

Innovate sessions provide an opportunity to showcase innovative and creative approaches to practice. Presenters are encouraged to consider alternative formats if a traditional mode is not ideal.

Innovate sessions contain three Innovate presentations and last 90 minutes. *Each Innovate presentation is allocated 30 minutes.*

### Symposium

A symposium provides an opportunity to examine specific research issues, problems, or topics from a variety of perspectives. They may present alternative solutions, interpretations, or contrasting points of view on a specific subject, or in relation to a common theme. Often they feature a panel discussion format. Frequently interactive, a large portion of the session may be devoted to dialogue among presenters and discussant, questions and discussion among all those present, or small-group interaction.

Symposia are 90 minutes in length.

### Paper

In this format, authors present abbreviated versions of their papers, followed by comments/critique and audience discussion. In line with the theme of ICSEI 2019 – “Bringing together” – we want to bring people together around a table to present and discuss various subjects. The advantage of this is that it furthers engagement, both professionally and personally. Therefore, presenters will sit at a roundtable enclosed by a circle of chairs for listeners and other participants.

The paper presentation sessions are 90 minutes in length, and four (4) papers will be presented at each table. Each paper is allocated 22 minutes, including presentation and discussion. It will be up to the presenters themselves to use this time as they see fit.

*Please note that there will be no technical aids such as screen, PC, or speakers available.*

Bring along handouts if you wish to share your work and/or offer a visual aid.



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## **Workshop**

Workshops offer a forum for discussion of a broad range of emerging and specialized topics of interest to the ICSEI community. Workshops are more interactive and informal than paper sessions, and they can involve extended discussion, group brainstorming sessions, mini-tutorials around key ideas, and proof-of-concept demonstration sessions.

Workshops last 90 minutes.

## **Poster**

Poster sessions combine the graphic display of materials with the opportunity for individualized, informal discussion of the research. Individual presenters set up displays representing their papers and research in a large area with other presenters.

Poster Specification:

- Maximum size of Poster is 96cm in width and 246cm in height (0.96m by 2.46m).
- Recommended dimensions of Poster: 0.60 m width x 0.85 m height.
- Poster orientation: Portrait

The posters should be set up as early as possible to be visible for the duration of the conference, but presenters are expected to be present at their poster between 11.00 and 12.30 on Friday January 11.

## **Learning Walkthrough**

Learning walkthroughs are in a sense a hybrid of symposia and poster sessions. They are highly interactive and include several presentations. Often a chair introduces the session, before the contributing authors briefly pitch their posters. Afterwards, the audience walk around and talk to the authors standing by their poster. Finally, the session is concluded with a plenary discussion.

Learning Walkthrough sessions last 90 minutes.