

# ICIL AFRICA 2022

2nd International Conference on Information Literacy (ICIL)

(Sister conference of the European Conference on Information Literacy (ECIL))

11 - 14 OCTOBER 2022

## International Conference on Information Literacy (ICIL) 2022

### Guidelines for presenters

1. Take note of the structures and timings for the different presentation types:

#### 1.1 Individual papers

Papers will be 20 minutes with 10 minutes for discussion and questions.

#### 1.2 PechaKucha

These sessions will cover work in progress reports, fresh developments, innovations and good practices. It is a short, very focused, visually appealing and inspiring narrated slide show (20 slides), 6 minute 40 second length (20 seconds for each slide). 10 minutes for discussion and questions will also be allocated for each presentation.

#### 1.3 Doctoral forum

This section covers short papers either on a critical literature review of the research topic or research question(s), research objectives, research methodology and work done so far of ongoing work of PhD students. This provides an opportunity to gain valuable feedback from peers and subject specific experts. Papers will be 20 minutes with 10 minutes for discussion and questions.

#### 1.4 Posters

- Posters should be prepared in advance and brought already printed to the conference by the presenters.
- Furthermore, conference organizers will not be able to receive any posters by mail in advance, print or transport posters.
- There will not be facilities on-site for printing or composing posters.
- No audio-visual equipment is permitted for poster presentations.
- You may also bring handouts.
- Each poster should be no larger than A0 paper size measuring 84.1 cm (width) × 118.9 cm (height) or 33.1 inches (width) × 46.8 inches (height).
- Each presenter is allowed one poster.

#### 1.5 Keynote papers

Keynote presentations will be 45 minutes with 15 minutes for discussion and questions.

2. Please be at the venues on time. You are requested to be at your designated venue at least 10 minutes before commencement of the session. If you do not arrive on time, the presentation will not take place – at

the discretion of the session chairperson – and the programme is followed as it is published. If for some reason you cannot present at a specific time anymore, please contact the programme committee via the registration desk.

3. Presenters may bring their files in MS PowerPoint format on USB drives.

4. Presenters are advised to keep to the time limit. The Session Chair will not allow any presenters exceed the allocated 20 minutes in any case.

5. There will be an opportunity for questions and discussion after each presentation. During this time, participants may ask more questions and seek clarifications from the presenter. Please keep the question and answer not more than the time allotted.

6. The content of the presentation can be a very brief introduction of the concepts, research problem identified, methods used, findings, conclusion, limitation etc.

7. It is recommended that the presenters focus more on their research methods, findings, implications and the usefulness of the research and not the literature. Unless a presentation involves a conceptual, literature of philosophical or similar research.

8. There will be ample opportunities during the breaks and lunch for further discussion.

## **Guidelines for session chairs**

1. Session chairs are requested to check the conference schedule and be clear about the exact date, time, venue and room of the session that you are chairing.

2. Please be in your designated venue at least 10 minutes prior to the commencement of your session. Acquaint yourself with the working of the lights, computer projector etc. Please contact the registration desk or usher immediately if you face any problems.

3. Please stick to the time as indicated on the programme. Chairs may not swop or move sessions. If presenters do not show up, then the registration desk staff must be notified and then the specific presentation is cancelled and the programme is followed normally. Changes can only be determined and communicated by the programme committee at the start of each morning's session.

4. Announce the time allotted to each paper (see at the start of this document).

5. Briefly introduce yourself and welcome the participants to your session. Announce that you will be chairing this session. Remind the presenters and audience to adhere to the guidelines.

6. Please ensure that each presenter starts on time and ends on time. It is your responsibility to ensure that the session finishes on time. Cards showing the time left will be provided in the rooms (5 minutes, 1 minute and Stop for papers or just 1 minute and Stop for PechaKucha).

7. When inviting presenters, announce their name and surname, affiliation and title of the paper. You may refer to the conference programme for the details.

8. Please encourage questions and answers, discussions, comments and interaction among the participants given the time limit.

9. At the end, convey acknowledgements and thanks and either invite the next speaker or conclude the session.