# Speaker Overview Document

## Submission Guidelines

Abstracts dealing with an issue outside this programmatic framework will only be considered if the content substantially supports the overall theme of the conference. International submitters should ensure that your presentation of the topic includes the perspective of your own country or region.

## Session Development

ICWES conference sessions are primarily learning experiences. This means:

- Content that is non-commercial, informative and relevant, with clear and immediate application to the participant's work or STEM activities
- Includes interactive and/or hands-on methods or real life examples to support the learning
- Corresponds to the learning objectives stated in your proposal

## Session Description

Please write your description clearly and concisely making sure to include all necessary information. The focus of the description should be on the content that will be delivered, not an editorial on the topic or an advertisement for the speaker. Please write in the second person (you) and avoid references to the speaker and his/her published work by title. Good content with clear, learning objective showing application to a job, career or STEM activity will 'sell' the session, not a sales pitch. Please support your statements with appropriate citations of published works or studies.

## Learning Objectives

Both WISE and INWES place a great emphasis on how learning objectives are crafted for all of our professional development activities. We strongly encourage presenters to think deeply about the session or poster they are proposing. We want all activities to be of top-of –the –line in terms of content, delivery and applicability for the participants. Session participants will be asked to evaluate the sessions positively or negatively according to how much they can use the information back on their job, in planning their career, or organizing a STEM program.

## Delivery Methods

How you plan to deliver your session or layout your poster is as important as the content. All presenters are being asked to partner with us to maintain a high quality of both content and delivery of sessions. Even if you are not a seasoned trainer, speaker or facilitator, you can still

meet this requirement by researching and practicing some of key strategies for effective presentations.  In short, this means:

- Limit your use of PowerPoint slides: make sure you maintain large enough fonts to be read from the back of a large room, and include graphics, diagrams and photos as appropriate
- Practice your presentation a number of times to be sure that you can deliver it within the designated timeframe and allow time for Questions/Answers
- If English is not your primary language, then research the correct pronunciation of technical terms and important words in your presentation, then practice with a good English speaker.
- For those presenting posters, be sure that your layout is logical, not cluttered,  uses several sizes of easy to read fonts and color, and includes graphics, diagrams and photos as appropriate.
- Posters should be self-explanatory so that participants can understand the topic without having you walk them though it in detail. The posters will be on display for two days.

**Submission**

You will have 60 minutes to complete the process of submission once you enter the template on line. We suggest that you prepare all of required information in a Word document and then use the copy paste function to accelerate the process of submission.

**PLEASE REVIEW THIS INFORMATION BEFORE YOU BEGIN THE SUBMISSION PROCESS ONLINE.**