

# For all participants

## Registration

The registration desk is open from Wednesday 1pm until 6pm, when the cocktail (walking) dinner starts. Persons arriving later than 6pm and still wanting to join this event, are kindly requested to inform the conference secretariat on beforehand. Somebody at the walking dinner can then help you. If you are arriving later than 8pm, you can collect your badge and conference bag at the registration desk on Thursday morning from 8am onwards. Please come early, as the sessions begin at 8.30am sharp. The desk will be open until 11am, and again for one hour between 1 and 2pm. On Friday the desk will only be open between 8 and 9am. You may find someone outside these time windows, but we cannot guarantee it.

## Badges

Every conference participant has a badge. We ask conference participants to wear the badge at all times. This gives you access to all sessions and all events (also dinner). We only put your name and your country on the badge. This allows to have clearly readable badges. As most of the conference participants are over 45, their cognitive vision may still be very good but the sharpness in visual perception deteriorates after this age as we know. Persons that have a role in the organization of the conference (members of the organizing committee, members of the EIPEN Executive Office, and members of the Scientific Committee) have a coloured badge. If you have a question, and you cannot reach a person at the registration desk, you can ask one of these persons to help you further.

## Conference language

The official conference language for presentations and interactions is English. During breaks and social activities you can use any language you want, as long as the conversation for all partners involved are understandable. As the conference is a place for social networking across Europe, it is advisable to use English also during informal events, so that every attendee can join a conversation. Only a minority of the participants are native English speakers, so there is no problem in using European English which is not perfect. Everybody makes mistakes. Also in this programme book the English is not entirely as people from London would expect it to be. So a programme can be a program, a colour can be a color, and an organisation can be an organization. English has become a language with many variants, incorporating expressions from all over the world. Let's see this as an enrichment.

## Internet access and printing facilities

Internet is available via wifi at the conference venue. In some areas access may be restricted or the signal may be weak. At the registration desk you will find information on accessibility and eventual passwords or access codes to use. In the registration area there will be computers available with access by cable, not requiring personal codes. These computers will also have limited printing opportunities. If you need to have something printed on multiple copies, please ask the persons at the registration desk to help you.

## Programme book

The programme book is available online already 3 months before the start of the conference. You can download it as pdf, but the main sections are also directly available on the EIPEN website. As the website is responsive to screen size detection, you can even consult it on your smartphone.

A list of participants is available in pdf and on paper and will be put also on the website. If you don't want that your e-mail is put on this list, please inform the conference secretariat 1 month before the conference.

## Conference bag

The conference bag is available in three formats: a laptop-size one, a handy backpack, or a simple cotton shopping bag. You can choose online (in August) which one you prefer. If you like the laptop bag or the backpack, please select one of these. They are of good quality (and partly sponsored), but we want to avoid giving it as standard if you won't to use it. That would be a waste.

The conference bag contains the programme book without the abstracts, and a USB-stick with the full programme book including the abstracts and additional information. You also receive from EIPEN a complimentary book on quality assurance in IPE, a writing pad from the host, and touristic information from the tourism office.

## Registration for workshops and roundtable discussions

As we want to guarantee the interactive character of these sessions, the number of participants is limited. You need to register before the end of August to guarantee your participation. You can select one activity during each time window. At the start of the conference, an overview of participation in these sessions is available at the registration desk and on the website. If places are still available, you can register for an additional activity at the registration desk on Thursday.

## Exhibition stands and posters

Exhibition booths and tables are reserved for organizations and companies that sponsor the conference. There will also be a table to put information folders available for participants. Please ask the persons of the registration desk if you want to make use of it. Materials that have been put without notice will be removed.

On Friday the poster exhibition area is used for showcases. This is used for posters that have been accepted but that contain no research or innovation. They are considered as interesting examples of good practice. Institutional members of EIPEN can use free space to display info on IPE in their own institution. To use this opportunity, it has to be proposed/submitted at least one month before the start of the conference.

## Sponsors

The conference is sponsored by HES-SO (in using venue infrastructure), by AQARTO PROSE (in providing high-quality conference bags and USB-sticks), and by the city of Lausanne (offering the wine at the cocktail dinner and the social event). Additional sponsors can contact the conference organisers until one month before the start of the conference. Sponsors are mentioned on the website, in the programme book, and on a display stand in the hall.

## Breaks and lunches

Breaks are very important in a conference as a networking event. The EIPEN conferences are known to be ideal occasions for this, not only because attendees are generally open and friendly but also because we organize the conference in such a way that these occasions can be used effectively. Please make use of it. During breaks, coffee and tea is served with small biscuits. On Thursday afternoon, fruit is served, as we want you to stay healthy.

Participants have had the occasion, when registering, to indicate special diet requirements for lunches and dinners. We pay attention to this. More than 30% of the food is vegetarian, as we want to stimulate this. For other indicated items (lactose-free, gluten-free, sugar-limited) please use this only if you signaled this when your registered. During lunches, no alcohol is served. During evening activities however, delicious wine from the Lausanne region is available.

## Social events and touristic activities

The limited size of the conference allows us to organize social events that are open to every participant. No additional fee is required, and we expect everybody to participate, as in the welcome cocktail dinner on Wednesday and the dinner on Thursday evening. If you are prevented from participating, and you have not signaled this when registering online, please inform the registration desk on Wednesday, so that the chef de cuisine can take this into account and the volume of left-overs can be contained. We don't want to waste delicious meals.

The conference starts on Wednesday afternoon, and ends on Friday noon. So you have the occasion to stroll in the city on Wednesday, and discover the Lausanne region and the mountains area on Friday or in the weekend if you stay longer. The social event on Thursday evening includes a boat trip on the lake, providing an impressive view on the lakeside vineyards and mountains.

# For presenters

## Time-keeping during presentations

For presenters of **oral presentations** it is important to keep a strict timing in starting a presentation as well as in ending a presentation. We ask presenters to formulate clear conclusions or clear messages after 20 minutes. Additionally 5 minutes are foreseen for questions and answers. Questions can be focused on getting clarification or formulating an additional thought, enquiry, or remark. It is not the intention to start a debate. If there are no questions, that's fine. Maybe there are persons who want to ask a question personally, so ending sooner is no problem. An additional break of 5 minutes allows for the next presenter(s) to put the presentation ready but also for participants to change rooms if they want to attend another presentation.

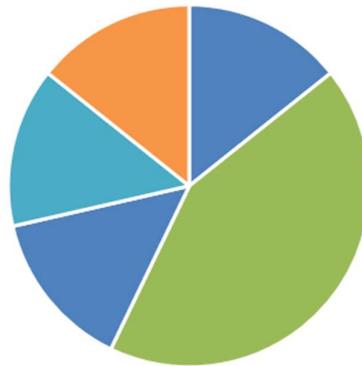
For **workshops and roundtable discussions** a full hour is foreseen, as they are followed by a break of 30 minutes, but the sessions can end after 50 minutes. We ask workshop and discussion leaders to present their method of working with a time schedule clearly at the beginning of the session, so that participants know what to expect when.

Time-keepers will be present to help in time-management, but we ask presenters and participants to spontaneously follow these guidelines.

oral presentation



workshop or roundtable discussion



■ presentation ■ active interaction ■ plenary ■ discussion (Q&A) ■ break

## Settings of your presentation

We know many presenters work on their presentation until the last hour or even minute. That's no problem. Please bring your presentation on USB-stick, and try it out well before the session starts. The computers in the rooms have MS Powerpoint 2013 or 2016. Keep in mind that it is the Francophone version, so you may want to closely study the different menu tabs in your own version so that you can quickly find the appropriate menu item. A room- and time-keeper will be available to assist you when necessary.

All computers will have internet access with MS Edge or Chrome available as browser, but you may not want to take the risk to use this. We advise to take screenshots of websites you want to incorporate in your slides of your presentation. The same applies for using audio or video. If you want to use it, please ask a person available to test this out on beforehand. Finally, keep in mind that there are different screen sizes and screen resolutions for pc-projection. To guarantee a hassle-free presentation you may want to save your presentation in a low resolution and 4:3 screen size instead of high resolution and 16:9 size.

## Posters and showcases

The poster display area is in the hall close to the registration desk. Posters are to be displayed in morning and afternoon sessions during the whole morning or afternoon. At the registration desk pins or stickers will be available to attach your poster. You can choose the format to be A1 in portrait or twice A2 in landscape. We ask poster presenters to attach their poster before 8.30 or before 13.30, and remove their poster accordingly at noon or evening. Poster presenters need to be present at the poster display during the breaks. It's also good to attach your contact details at the poster board.

## Quality check

We find it important that a conference not only is well-organized but also that presentations are of high quality. This not only depends on the content, but also on how you communicate it and how you succeed in getting the attention of the participant. For workshops and roundtable discussions the active involvement of participants is of paramount importance. At the end of the conference, on Friday noon between 1 and 2pm, participants are invited to go online and respond to a poll asking:

- Which oral presentation of the Thursday morning sessions would you like to nominate as an excellent one? What was especially appealing?
- Which oral presentation was really disappointing according to your expectations? What is the suggestion for improvement you want to give to the presenter?
- Which oral presentation of the Thursday afternoon sessions would you like to nominate as an excellent one? What was especially appealing?
- Which oral presentation was really disappointing according to your expectations? What is the suggestion for improvement you want to give to the presenter?
- Which workshop or roundtable discussion of the Friday morning sessions would you like to nominate as an excellent one? What was especially appealing?
- Which workshop or roundtable discussion was really disappointing according to your expectations? What is the suggestion for improvement you want to give to the presenter?
- Which poster presentation from Thursday would you like to nominate for the Best Poster Award (which will be announced on Friday)?
- Are you satisfied with the quality of the welcome and help at the registration desk?
- Are you satisfied with the quality of the conference venue (hall, rooms, furniture)?
- As a presenter, are you satisfied with the equipment and the scheduling for your presentation?
- As a participant, are you satisfied with the quality of the content offered at the conference?
- As participant, are you satisfied with the catering/food during breaks, lunches, and dinners?
- Are you satisfied with the programme schedule, the organization of sessions and social events?
- Are you satisfied with the opening session, including the welcome and the keynote addresses?

The results will be used for the Award of Best Poster, for monitoring and improving the quality of our conferences, and for informing presenters so that they can learn from feedback.