



# The 11th International KMO Conference

The changing face of Knowledge Management Impacting Society

25th-28th July, 2016, Hagen, Germany



FernUniversität in Hagen



2016  
**LTEC**  
LEARNING TECHNOLOGY  
FOR EDUCATION IN CLOUD

## The 5th International Workshop on Learning Technology for Education in Cloud

The Changing Face of Education

25th-28th July, 2016, Hagen, Germany



## Guidelines for Preparing Presentations

### General guidelines

Authors presenting papers should search for their presentation slot and be in the presentation room 10 minutes before the session starts. The presentations are performed by the order papers appear in the program unless anyone requests for changes and the session chair agrees. Conference presenters must follow session chairs indications and comply with the presentation times that they are allocated.

### Presentation Times

All papers have the same time slot reserved - 20 minutes for presentation + additional 5 minutes for questions and discussion. Video presentations have 15 min + additional 10 minutes (due to technical reasons).

### Equipment

All conference rooms are equipped with overhead projectors and computers. The latter can be used by the presenters.

Please remember to bring your presentation on a portable medium (e.g. USB flash drive), before the beginning of your session so it can be uploaded onto the presentation computer.

There is also an option to use your own device for presenting. If you like, you could send your presentation in advance to: [birgit.feldmann@fernuni-hagen.de](mailto:birgit.feldmann@fernuni-hagen.de).

All authors are required to bring their presentations in electronic format (e.g. Power Point)

### Check List for Presenters

A short check list with aspects to consider for your presentation:

1. Check the date and time when your presentation should be given.
2. Come to the conference room for your presentation about 10 minutes in advance of your session.
3. Before the session make sure that your presentation is loaded onto the presentation computer or adequately make sure to setup your own device.
4. Please remember to introduce yourself to the session chair.
5. Please stick to the time slot designated to you (watch the clock).
6. You should allow time for discussion after your presentation (20 minutes is intended for the presentation and 5 minutes for discussion).
7. Speak clearly and loud enough so that the audience can hear you.  
You may use the microphone if necessary.