

## **2016 Library Assessment Conference Presentation Guidelines**

### **Presentation Formats**

Proposals formats include papers, short papers (lightning talks), and posters. Descriptions of the various formats are provided below.

Papers and short papers will be included in the conference proceedings. Formal written papers and short papers are due by December 15, 2016.

### **Important Deadlines:**

**August 1, 2016:** Last day to make changes to your abstract, title, or authors

**October 1, 2016:** Draft papers and short papers due

**December 15, 2016:** Final papers and short papers due

**Papers:** Papers should present innovative approaches and/or research that are well underway or have been implemented/concluded. Each abstract should include purpose, design/methodology/approach, findings, and practical implications/value. The abstract should detail the focus of the paper and the way(s) in which it contributes to the body of knowledge in the field. Presentation time for papers will be a maximum of 25 minutes. Papers are expected to be 3,000–5,000 words for the conference proceedings.

**What does a multi-paper session look like?** Multi-paper sessions include two (in a 60-minute session) or three (in a 90-minute session) paper presentations on a common theme. A chair will welcome the audience, coordinate the session, and keep time. Each paper presenter will have approximately 25 minutes to present and discuss the key points of his or her work. Although a presenter may opt to take questions during this time, at the end of the 25 minutes the presenter will be asked to cede the floor to the next presenter of the next paper. Once all presenters have had the opportunity to speak, a discussant may provide a brief response to what he or she has heard. The chair will then facilitate a question-and-answer period during which audience questions are invited. Presenters are encouraged to provide full papers or synopses, either in print or electronically. Paper presenters often supplement their presentations with audiovisual aids illustrating their key points. A computer, LCD projector, and screen will be provided.

**Short papers (lightning talks):** Short paper presentations should run no longer than 8 minutes each and use no more than 15 slides each. Short papers may present innovative methods or approaches to assessment and/or research that is well underway, and should have results before the conference begins. The abstract for a short paper should include purpose, design/methodology/approach, potential findings, and practical implications/value. Short papers should be 2,000–3,000 words for inclusion in the conference proceedings.

**What does a short paper session look like?** Short papers will be grouped on a common theme. They often incorporate excellence in slide design in support of a very clearly articulated message. Presenters need to practice in order to get their timing down and their quality up. Short papers are challenging, exciting, and dare we say it—they can be quite fun to create, to give and to attend. Presenters may supplement their presentations with audiovisual aids, synopses, or handouts. A computer, LCD projector, and screen will be provided.

**Posters:** A poster is a formal graphic presentation of a topic displayed on poster board. This format offers an excellent opportunity for presenting specialized studies or gathering detailed

feedback on work, results, and action. Posters will be exhibited and presented during a reception and attendees will vote for the top posters. Posters should **not** be used to advertise a product or service. Consult the [guidelines on preparing a poster presentation \(PDF\)](#). Each abstract for a poster should include purpose, design/methodology/approach, findings, and practical implications/value. The language of the conference is English but bilingual French/English and Spanish/English posters will also be accepted. A PDF file of the poster will be posted on the conference website as soon as the file is available.

**What does a poster exhibition look like?** All posters are presented during the poster exhibition and reception and posters will be grouped by theme. Posters are presented on tack boards throughout the room. Each poster presenter has a 4x4 space. Poster presenters stand beside their posters and discuss their work one-on-one or in small groups of attendees. Most attendees meander through the posters, stopping to review or discuss those that pique their interest. Most poster presenters supplement their posters with a handout that summarizes their work and provides contact information for further follow up.

### **More Information**

Each accepted presenter will be guaranteed a conference registration place and will be expected to pay the registration fee. Additional registration information will be sent to presenters, and registration will open in mid-March.

Papers and short papers will be published in the conference proceedings, which will be freely and openly available via the conference website or an institutional repository. Poster abstracts and PDF versions of posters will also be available on the conference website. Authors retain the copyright to their original work and are encouraged to publish their work in other established venues and professional journals.

For additional information, please e-mail to [LAConf@arl.org](mailto:LAConf@arl.org).

### **About the Association of Research Libraries**

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