

INSTRUCTIONS FOR AUTHORS, MODERATORS AND AUDIENCE

INTERNATIONAL JOINT CONFERENCE ON THE LEARNER IN ENGINEERING EDUCATION (IJCLEE 2015)

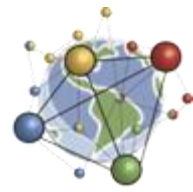
SAN SEBASTIAN, SPAIN 6 JULY – 9 JULY, 2015

THREE CONFERENCES:

13TH ACTIVE LEARNING IN ENGINEERING EDUCATION WORKSHOP (ALE)
INTERNATIONAL SYMPOSIUM ON PROJECT APPROACHES IN ENGINEERING EDUCATION
(PAEE)
5TH INTERNATIONAL RESEARCH SYMPOSIUM ON PBL (IRSPBL)

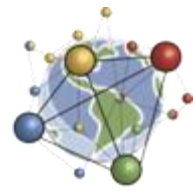
HOSTED BY MONDRAGON UNIVERISITATEA
ORGANISED IN COLLABORATION WITH THE AALBORG UNESCO CENTRE, ALE NETWORK AND PAEE

FOR MORE INFORMATION VISIT: <http://ijclee2015.mondragon.edu/en>
CONFERENCE CONTACT: jointconference@plan.aau.dk



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1 General instructions for authors

When the presentation is needed, the authors will deliver their presentation in PowerPoint format in the registration/information desk. There will be one computer in each room connected to the network and projector.

We ask author(s) to arrive 15 minutes before the session starts to prepare the session with the moderator.

Author that attend the session will receive the certificate of the presentation.

2 ALE Sessions

2.1 Hands-on Sessions

Hands-on sessions are expected to last about 90 minutes following the schedule:

- Introduction (setting the scene) 10 minutes
- Hands-on Activity (incl. summing-up) 60 minutes
- Discussion & Evaluation & Conclusions 20 minutes

Author(s) will lead the session, we ask author(s) to arrive 15 minutes before the session starts to prepare the room.

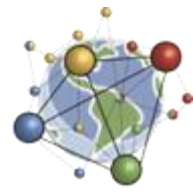
Rooms have been set up for working on teams, you will find:

- 4 to 7 tables that accommodate approximately 6 people on each table, tables and chairs can be moved to suite each hands-on.
- a computer and a projector
- a whiteboard and flip chart paper

2.2 Debate Sessions

In the debate session, Active Learning is explored seeking answers to specific questions. Two moderator/facilitators run each session. The schedule for the debate sessions will be as follows:

- Introduction (the facilitators will set up the scene for each topic) 10 minutes
- Each author will give a short presentations focusing on three challenging statements (5 minute each presentation, max 3 slides) 25 minutes
- Questions and Discussion with the audience 45 minutes
- Summing-up (by the facilitators) 10 minutes



We ask all authors to be in the room 15 minutes before the session starts to prepare the presentation and coordinate with the moderator.

2.3 Inter-active Poster session

There will be a place allocated for each poster in one of the presentation rooms on the first floor. There will be a maximum of 6 posters in each room. In each room there will be post-it stickers in three different colors: Yellow to make a comment; Green to ask a question and red to motivate why a poster is 'Most challenging'.

Authors should go to the allocated room 15 minutes before the session starts and put their poster in place. The first half hour of the interactive poster session is free for everyone to look at the posters in all different rooms. The poster authors can join when they finished placing their own poster. Everyone, please use the Comment and Question post-it's!

At the half hour signal all authors move to stand with their own poster. The audience chooses a room where they want to hear a response to the questions and comments. For each poster there is a time slot of 4-5 minutes to respond and discuss with the audience. The room moderator will keep the time. When a room is full, please move to your second or third choice.

After another half hour the signal will announce that it is time to change to another room. The same procedures will be followed.

At the end of the session the moderators recognize which poster have most support as 'Most challenging'

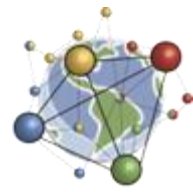
Authors should bring:

- A poster preferred size A0 (84 x 120 cm)

The posters presented at the workshop should be

- thought provoking from a pedagogical point of view or
- descriptive of approaches currently practiced in engineering courses, or
- containing an evaluation of an AL strategy

We ask authors to be close to their poster at the specified time to interact with the participants.



3 PAEE Sessions

3.1 Paper Sessions

3.1.1 Instructions for authors

Each author will have 10 minutes for oral presentation plus 5 minutes for discussion.

3.1.2 Instructions for moderators

Each moderator (an author in that session) should coordinate the session of 1h30, with 4 to 5 papers. It is expected that each author will be in the room of his/her session 15 minutes before the scheduled time, to prepare the presentations with the authors. For each paper, the organization suggests 10 minutes for oral presentation plus 5 minutes for discussion, facilitated by the moderator. The moderator should give information to the organization about the authors that made the presentations. Feedback about the sessions and quality of the papers and discussion is welcome.

Closer to the conference date the moderator will receive information about the papers of his/her session.

3.2 Poster Session

Poster Session will be interactive – participation of all authors is required.

No template is required for Poster presentation. Authors are free to choose their own format. We suggest size A0 (841mm x 1189mm) for the Poster.

All authors of Posters must arrive in the room 15min before the start of the Poster Session, to fix up their Poster and follow the guidelines.

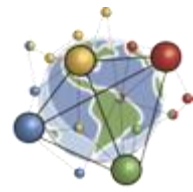
All authors of Posters will be previously contacted by the chairs of the session with, more complete details on the session.

PAEE chairs/moderators: Sandra Fernandes (sandra@dps.uminho.pt) and Diana Mesquita (diana@dps.uminho.pt)

3.3 Workshops

Each PAEE workshop have a member of the PAEE organizing committee allocated to interact with the moderator/facilitators and help to solve any specific requirements (e.g. materials needed, what is expected from the participants, etc.).

Workshop 1: Diana Mesquita (diana@dps.uminho.pt)

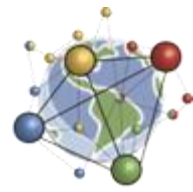


Workshop 2: Francisco Moreira (fmoreira@dps.uminho.pt)

Workshop 3: Natascha van Hattum-Janssen (n.vanhattum@saxion.nl)

3.4 Debate session

The Debate Session aims to create a more interactive session focused on similar subjects. In this case the “Debate Session” is focused on different approaches to University-Business Cooperation and the development of professional skills. The debate session has a member of the PAEE organizing committee (Rui Sousa – rms@dps.uminho.pt) to interact with the authors and moderate the session.



4 IRSPBL Sessions

4.1 Panel Sessions (Format A)

The parallel sessions have the duration of 1h30 and have two different formats: the panel sessions and PBL sessions. The panel session (format A) aims to make all participants involved. The time given for each presentation is 10 minutes supported by a maximum of 10 slides. The short introduction should focus on points for discussion, such as questions, reflections, challenges, etc. The audience is organised in groups and each author introduces him/ herself and his/ her topic briefly, highlighting the research outcomes.

After all presentations, the audience groups will have 5 minutes to discuss and formulate relevant questions to panel. The moderator acts as time keeper and assures that presentations and group discussions remain within their time. He/ she will also moderate the forum discussion, allocating speaker time to each of the panel members, inviting comments and questions from the audience and stimulating them to discuss.

4.1.1 Instructions for authors

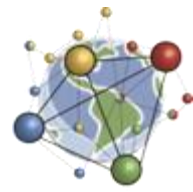
Prepare a 10 minutes presentation highlighting key points of research work/ outcomes, supported by a maximum of 10 slides. Authors are asked to keep the limit of the 10 minutes and the moderator will act as timekeeper. After all presentations, authors form a panel for discussion.

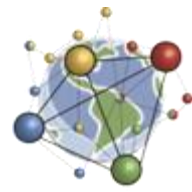
4.1.2 Instructions for audience

Form small groups with a maximum of 5-6 members. During the authors' presentation, the groups are invited to take notes. After the authors' presentation, the groups have 5 minutes to exchange notes, thoughts and formulate questions to put to the panel of presenters.

4.1.3 Instructions for moderators

Should keep the authors' presentation within 10 minutes by giving '1 minute left' and '0 minutes' warnings to authors. If the author does not finish/ sum up his/her presentation within time given, moderator should step in. After presentation, moderator gives 5 minutes to the groups in the audience to exchange notes and formulate relevant questions to the panel. For the remaining time, moderator moderates the forum discussion, allocating speaker time to each of the panel members, inviting comments and questions from the audience and stimulating them to discuss. The moderator should close the discussion 5 minutes before time and sum up/ highlight the discussion key points and reflections.





4.2 PBL Sessions (Format B)

The parallel session have the duration of 1h30 and have two different formats: the panel sessions and PBL sessions. The PBL session (format B) aims to make all participants involved in the session active and practice the PBL philosophy in this conference. The time given to the presenter for each presentation is 5 minutes supported by a maximum of 5 slides. In the PBL session, the audience is organised in groups and each author introduces him/ herself topic briefly, highlight their research outcomes.

For the following 30 - 40 minutes, the session presenters are invited to work with a group on a poster where the research outcomes, questions, methodologies, reflected are summed up. Each group is invited to present their poster in 5 minutes, where the remaining groups are invited to ask questions and give comments. The moderator acts as timekeeper and as facilitator for the discussion.

4.2.1 Instructions for authors

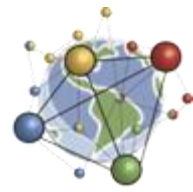
Prepare a 5 minutes presentation highlighting key points of research work/ outcomes, supported by a maximum of 5 slides. When informed by moderator that the 5 minutes have passed the authors should finish their presentation. After all presentations, each author joins one of the groups.

4.2.2 Instructions for audience

Form three groups. During the authors' presentation, the groups are invited to take notes. After the presentations, each author is invited to work with a group on a poster within the following 30 - 40 minutes. The groups can start by using the first 15 minutes to discuss their work within PBL by putting questions, exchanging thoughts, ideas, experiences, etc. In the remaining 15 minutes, each group should work in a poster where the outcomes, reflections, questions and/ or methodologies discussed are summed up. Afterwards, each group has 5 minutes to present their poster and 5 minutes for Q&A.

4.2.3 Instructions for moderators

Should keep the authors' presentation within 5 minutes by giving '1 minute left' and '0 minutes' warnings to authors. If the author does not finish/ sum up his/ hers presentation within time given, the moderator should step in. After presentation each author joins a group and the moderator keeps the 30 minutes for poster work whereas 15 minutes are suggested for discussion and exchanges of experiences and the other 15 minutes to construct the poster. The moderator will act as a time keeper for poster presentations (each group has 10 minute) and as moderator for the 5 minutes



discussion. The moderator should close the discussion 5 minutes before time and sum up/ highlight the discussion key points and reflections.