

A GUIDE FOR PARTICIPANTS OF THE TRANSFORM4EUROPE INTERNATIONAL CONFERENCE-HACKATHON FOR THE INNOVATIVE TEACHING AND LEARNING METHODS IN HIGHER EDUCATION (INNO-METHODS)

October 24-27, 2022

 **Vytautas Magnus University, Putvinskio street 23, Kaunas.**

This document contains specific information, requirements, instructions, and recommendations for the format of the papers presented during the conference and other related activities:

- Presentations and demonstrations
- Posters
- Workshops
- Hackathon
- Publication opportunity
- Photo, video, and audio recordings

Common requirements:

- **The language of the conference:** English.
- During demonstrations, presentation/visual material can be used if needed. It should be sent to Transform4Europe@vdu.lt or submitted on WeTransfer in a format convenient for the participant. The presentation must be sent by **17 October 2022**.

1. Instructions, requirements, and recommendations for presentations and demonstrations

Format:

- Sessions will last up to 90 minutes.
- Each session will contain 3-5 oral presentations/demonstrations.
- Presentations/demonstrations will take the form of a 15-minute talk + 3 minutes for Q&A.

On-site	Online
All presenters will be introduced to the audience by the session chair	
The provided equipment will include a computer, a projector, and microphones. This will allow to display clips or videos and access the Internet.	The event will be held online via MS Teams. Please make sure that you have the latest version of the MS Teams platform.
The presentation files should be saved on a memory stick or similar device or uploaded to your e-mail.	The video camera and microphone must be turned on only during your presentation.
Speakers should report to the session chair 15 minutes before the session and are requested to upload their presentations on the computer.	During the presentations, technical support will be available in each session to answer questions regarding demonstrations.
	Please note that presentations may be recorded and made available for public use. You will participate in an event where photo, video, and audio recordings will be made.

Recommendations to make a good oral presentation:

- Its contents should be structured and have the following parts: title, introduction, methods, results, and discussion.
- Presentations should not contain whole paragraphs of text. Use a bulleted list or outline format and elaborate on the points in your talk.
- Every slide should contain a title that summarizes the information presented on the slide.
- Slides are designed to supplement your presentation, not to be your presentation. Please keep things simple, and do not read your presentation word for word from your slides.
- Combine text, pictures, and graphics. Variety keeps the presentation interesting.

2. Instructions, requirements, and recommendations for posters

Format and duration:

All posters will be presented online in an e-format. **No printed posters are required** as we would like to implement the green Erasmus+ recommendation in the T4EU project. It is highly recommended to include audio-visual presentations, films, etc.

The **poster session duration** is up to **90 minutes**.

You can use any internet platform or computer programme, but the final document should be prepared in **PDF or JPG format**. Please send the document via e-mail to Transform4Europe@vdu.lt.

Poster presentations must be submitted electronically by **17 October 2022**.

Recommended parts of the poster:

- Title
- List of the authors and their affiliation
- The aim of the research
- Hypothesis/research questions
- A brief overview of methods
- Research participants
- Results and discussion
- Conclusions
- List of references
- Notes

A good poster combines videos, audio, words, pictures, and graphics. Please avoid including too much text in it.

3. On-site and online workshop instructions, requirements, and recommendations

Format:

Workshop sessions will provide an overview of current concepts and explore topics relevant to higher education related to innovative teaching practices, offering opportunities for sharing and exchanging best examples. Six working groups are formed, and sessions are planned to take place online and on-site, along with the topics indicated in the conference programme.

Recommended parts of the workshop

- **Description:** The workshop organizer introduces the topic of discussion, experiences, and challenges. The session continues with participants developing the discussion on the topic, exchanging experiences, making suggestions, and receiving recommendations.
- **Duration:** One workshop lasts 25 minutes +5 minutes for a Q&A session.
- **Team members:** There is no limit to the number of people in the group.

4. Hackathon instructions, requirements, and recommendations

Format:

A hackathon is an event of any duration where people come together to solve problems. Most hackathons also have a parallel track for workshops. They assume many different forms, but most are designed to bring participants from various career stages and backgrounds together to create shareable solutions to problems of common interest. They aim to encourage full participation of attendees, often by dividing them into small interdisciplinary groups tasked with completing specific goals.

- The hackathon is **planned on-site only** and aims to find a solution for implementing inclusive education through interactive methods.
- **Description:** throughout the event, mentors lead participants in designing and developing a response to the question. This includes the final presentation given to the group.

- **The aim of the session:** some recommendations for innovative teaching and learning methods in higher education.
- **Method of planning:** participants get a pre-made canvas with questions and tasks to find the best methods for inclusive education. All these planning methods help get to the heart of the idea, putting everyone on one page and helping to set out the necessary key information without any unnecessary details.
- **Duration:** 6 hours in total.
- **Team members:** 5-7 people in one group (5 sessions).
- **Recognition:** Certificates and awards.

5. Publication opportunity

The authors of all accepted abstracts will have an opportunity to submit a full paper for publication in the scientific journal *"Pedagogika"* (Pedagogy). It is an international open-access periodical journal of scientific papers in the field of education sciences (<https://ejournals.vdu.lt/index.php/Pedagogika/about>). The journal is included in the following databases: SCOPUS, C.E.E.O.L., DOAJ, EBSCO Publishing, Index Copernicus, and others.

Requirements for the articles: Requirements for authors - <https://ejournals.vdu.lt/index.php/Pedagogika/about/submissions>

6. Photo, video, and audio recordings

Take notice that you agreed to participate in an event where photo, video and audio recordings will be made and used by the partners within the Transform4Europe Alliance in accordance with the provisions of the Data Protection Act and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) for the purpose of application and participation in the Transform4Europe conference.