

GUIDELINES – how to write your feedback report

8th CASEE Conference

"Sustainable development in Europe – cooperation between science and practice - What's the position of Central and South Eastern Europe?"

Questions to help you gather information for your report.

1. Software - Did you see any presentations that used other programmes than PowerPoint?

- What programme was used?
- In your opinion, was this programme better than ppt? If so, in what way?

2. PowerPoint presentations – SLIDES and SPEAKERS

- Name 1 presentations (speaker + title) from the visited sessions that you liked:

- o Speaker
- o Title

- In your opinion, what made this ppt slideshow easy

- o to follow?
- o to understand?
- o to read?

(Think of presentation structure, the speed the speaker changed the slides, how much text was used, how data were presented, how the main idea was highlighted, how technical terminology was used, explained and made understandable, if fonts and colours were bright, big enough etc.)

- In your opinion, how did a good speaker get his/her audience involved in the presentation? List the techniques he/she used to draw attention (think of body movement, gestures, „Merkel position”, eye-contact, smiling, use of terminology)

- Make a list of useful phrases that you heard
 - o To introduce a presentation/draw attention
 - o To skip from one part to the other
 - o To sum up/end a presentation

3. SCIENCE and RESEARCH aspect

- Name at least 1 presentation (speaker + title) that delivered something new/useful/interesting for you with respect to your field of studies!
 - o Speaker
 - o title
- Sum up the findings of this presentations as follows:
 - o Field of science/research
 - o topic
 - o research objectives
 - o method used
 - o results

4. Posters

As a part of the e-learning course, you made/will make your posters. At the conference, you will have the chance to see how other scientists/researchers created theirs.

1. Please check some posters according to the following aspects:

- Was the title the most prominent block of text on the poster?
- Did you recognize subject and purpose within 20 seconds? In other words, did the poster orient you to subject and purpose quickly?
- Were the blocks of text short and concise enough?
- Did the images, photos, graphs support understanding the main idea?
- Was it easy to read? (letter font, size, colour and background colour appropriate?)

- Did you manage to locate the different sections on the poster easily? (title, author, introduction/background, objectives, methods, discussion, results, conclusion/summary, references)

2. Sum up the major idea of one poster that you found useful! (XY did a research on to measure/analyse/prove ect. method was used and results were..... . The findings of the research can be used as/for in the field of to These findings are useful for my studies/research because)

REPORT

Your personal report should be concise. Use the information you gathered with the help of the questions in the Guidelines. When writing, follow this structure:

Title

Summary – summary of main points, findings and conclusion to give a quick overview

Background – give the context, why you were at the conference, what you know about CASEE and CASEE-In

Purpose – the purpose of your report

Findings – major part, which presentations, posters you found useful and why, what you learned from presentations, posters and keynote presentations

Conclusion - how you can use what you learned later, why it is relevant in your professional career