



4-POINTO
PARTENARIAT POUR L'ORGANISATION DE
L'INNOVATION ET DES NOUVELLES TECHNOLOGIES
PARTNERSHIP FOR THE ORGANISATION
OF INNOVATION AND NEW TECHNOLOGIES

Instructions 2^{ème} P4IE Conference

Policies, Practices and Processes
related to the Performance of
Innovation Ecosystems –

Guidelines 2nd P4IE Conference

Hybrid conference
9-11 May 2022

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PARALLEL SESSION **GUIDELINES** FOR PRESENTERS, DISCUSSANTS AND CHAIRS

FORMAT OF PARALLEL SESSIONS AND GUIDED DISCUSSIONS

Each session normally includes three or four papers* and lasts one and a half hour. The standard time schedule looks like this:

- First paper presentation by the author: 15 minutes
- Second paper presentation by the author: 15 minutes
- Third paper presentation by the author: 15 minutes
- Discussant of all papers: 15 minutes
- General discussion and replies from the authors: approximately 30 minutes

*For four papers sessions, each presentation lasts 12-15 minutes, and the general discussion is shortened accordingly.

Each guided discussion lasts around 1 hour. Guided discussions will follow Chatham House Rules. Since its most recent refinement in 2002, the rule states: When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

Each guided discussions will be animated by a chair and a facilitator. A note taker will assist to note what emerge from the discussion.

BEFORE THE CONFERENCE AND ON THE DAY INSTRUCTIONS FOR PARALLEL SESSION FOR PRESENTERS

For everyone to have sufficient time to speak, it is important that you exercise discipline, particularly time management. Please remember to:

- Arrive at the appropriate (virtual) room ten to fifteen minutes before the session is due to start in person and virtually. All rooms are equipped with a projector for PowerPoint presentation. Please, you must arrive with your presentation on a USB memory device. For virtual participants, we will perform a technical check at that time with the production crew.
- Introduce yourself to the other presenters, the chair and the discussant. **We suggest you plan a preparation meeting during the prior weeks to discuss about the session.** You should give the chair your biographical details for use in introducing you (one or two lines). During the preparation meeting, **it is a good idea to propose a few questions that you are comfortable to answer** to engage the discussion.
- Abide by the timing cards presented to you during your presentation by the session chair, indicating how much is left of your allotted time: 5 minutes remaining; 2 minutes remaining; 1 minute remaining; Time is out (COLORED card). When you are shown the COLORED card, your time is over. Session chairs have been asked to allow presenters who are out of time to finish your sentence, upon which they need to stop their presentation. We have asked session chairs to be very strict in terms of time management to allow discussion time.

Thank you for presenting your article(s) and making this conference a productive time!

BEFORE THE CONFERENCE AND ON THE DAY INSTRUCTIONS FOR PARALLEL SESSION FOR DISCUSSANTS

It is the discussant that stimulates civilised conversations. One or more of the papers you have been asked to discuss might not be within your particular area of expertise, but DO NOT start by stating this. Instead, provide useful comments as best you can. Enlighten the audience with some new insight or reflection when possible.

For everyone to have sufficient time to speak it is important that you exercise discipline, particularly time management. Please remember to:

- Arrive at the appropriate room ten to fifteen minutes before the session is due to start in person and virtually. For virtual participants, we will perform a technical check at that time with the production crew.
- Introduce yourself to the presenters and the chair. **We suggest you plan a preparation meeting during the prior weeks to discuss about the session.** You should give the chair your biographical details for use in introducing you (one or two lines). During the preparation meeting, **you should ask any questions that help you build your discussion.**
- Abide by the timing cards presented to you during your presentation by the session chair, indicating how much is left of your allotted time: 5 minutes remaining; 2 minutes remaining; 1 minute remaining; Time is out (COLORED card). When you are shown the COLORED card, your time is over. Session chairs have been asked to allow presenters who are out of time to finish your sentence, upon which they need to stop their presentation.

Thank you for your contribution to help a stimulating and enjoyable conference!

BEFORE THE CONFERENCE AND ON THE DAY INSTRUCTIONS FOR PARALLEL SESSION FOR CHAIRS

This note is intended to provide guidance on managing the session for which you are responsible. Inevitably, the Chair will have to show some flexibility. In essence, your role will be to introduce the presenters and discussant, control the timing, manage any questions from the audience (in person and virtually – this means monitoring the “chat” and “Q&A” of the online platform).

Some ground rules to work towards during the conference. Please remember to:

- Arrive at the appropriate room ten to fifteen minutes before the session is due to start in person and virtually. Make sure that their presentation has been uploaded. Inform them of the maximum time they will have to present their paper. For virtual participants, we will perform a technical check at that time with the production crew.
- Introduce yourself to the presenters and the discussant. **We suggest you plan a preparation meeting during the weeks prior to the conference to discuss about the session.** During the preparation meeting, **you should ask the presenters if they have questions they would like to answer that help you engage the conversation during the discussion time.**
- You should prepare your biographical details for use in introducing yourself (one or two lines)
- Introduce the author and title for each paper
- Use the series of timing cards available to you in the session room, to help the presenter and discussant to manage their time. 5 minutes remaining; 2 minutes remaining; 1 minute remaining; Time is out (COLORED card). When you show the COLORED card, time is over. A presenter who gets the COLORED card is allowed to finish the sentence, upon which they need to stop their presentation. Ensure that the session finishes on time.
- You may ask those who ask questions in the Q&A to identify themselves and to keep their comments as short as possible.

Thank you for chairing and helping to make the conference engaging and on time !

POSTER SESSION **GUIDELINES** FOR PRESENTERS

BEFORE THE CONFERENCE AND ON THE DAY INSTRUCTIONS FOR POSTER PRESENTERS

The posters are a display of the presenter's paper in a slides format (PowerPoint, Canva, Prezi, pdf, etc...). The use of graphics and colors is encouraged. Type fonts should enhance readability (no less than size 12). A poster must grab the viewers' attention and quickly communicate its ideas and relevance. Keep in mind people are standing at some distance. Posters will be displayed on widescreen 40" TV.

Ideally a poster will provide information on:

- Title of the paper
- Research question/aim of the paper
- Theoretical framing
- Data (if pertinent)
- Main findings
- Core references (not everything!)

To maximise exposure for our young scholars, we encourage young scholars to record their poster presentation in a three-minute video (see instructions below) and to participate in the live poster presentation on May 10th.

Recording your poster presentation for the Best poster prize competition.

- Your presentation should be around 3 minutes
- You can choose to have one to 6 slides. Choose slide layout widescreen 16:9 aspect ratio.
- Record your poster online by booking an appointment before 30th April with Tractus:
<https://outlook.office365.com/owa/calendar/TractusEventPassport@northernhci.ca/bookings/s/kCrP4KQoSUOmJRBj9lA8fw2>

The live poster session will occur during cocktail of 10th May from 17h30 to 19h00 EST for approximately one hour and a half. You will be assigned to a TV station with another presenter*. You will consequently take turn to present your poster. Please remember to:

- Bring your laptop and your presentation on a USB memory device, and an HDMI adaptor if needed with your laptop.
- Your presentation should be around 3 minutes.
- You can choose to have a poster that combines the slides used in the recording or prepare a classic poster. Poster layout should respect the widescreen 16:9 aspect ratio.
- Arrive at the appropriate room ten to fifteen minutes before the session is due to start in person*. Make sure your poster is linked to the TV. For virtual participants, we will perform a technical check at that time with the production crew.
- Make sure to check your poster page on Tractus for audience questions during the conference.

*For virtual presentation, you will connect to the poster presentation room on Tractus platform 10min before the presentation to present to in person audience.

PRE-CONFERENCE **GUIDELINES** FOR ALL PARTICIPANTS

BEFORE THE PRECONFERENCE AND ON THE DAY INSTRUCTIONS FOR PRECONFERENCE PARTICIPANTS

The workshop will have a focus on AI natural language processing (NLP) in order to have a pleasant experience we invite you to use [Chrome browser](#). The workshop will take place on [GoogleColab](#) using Python coding language. For this reason, you will need to have:

- A Gmail account
- A [GitHub account](#)
- A laptop

If you want information on [GoogleColab](#) and Python, we invite you to see this 2min video: <https://www.youtube.com/watch?v=HcUZ5xbdvro>

or this 30min video for more details: https://www.youtube.com/watch?v=dT_XDTarsjw

TRACTUS PLATFORM **GUIDELINES** FOR EVERYONE

BEFORE THE PRECONFERENCE AND ON THE DAY INSTRUCTIONS FOR TRACTUS PLATFORM

For a better experience, we recommend using **Google Chrome, Microsoft Edge or Apple Safari** to log into Tractus Platform. If you are a presenter or moderator, please use a wired connection to the internet. Wi-fi can be prone to interruptions. Use a headset microphone. If you are in a shared workspace or working from home, move to a quiet location away from sources of noise. Set any devices, such as phones and tablets, to off or Do Not Disturb to prevent notifications from interrupting your session.

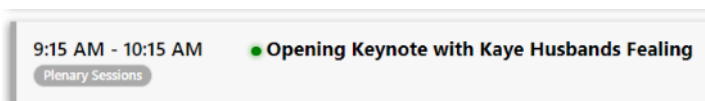
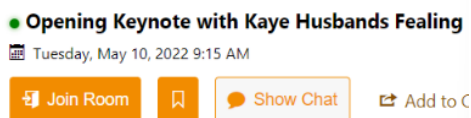
Your Tractus login email will work on your phone, tablet, and laptop. You may use your login link to sign into as many of your devices as you wish. You may use your login link to sign into as many of your devices as you wish. We suggest logging into the site on your phone in advance of the conference. We suggest testing the QR scanner in the event site in advance of the conference.

FOR VIRTUAL PARTICIPANTS:

- To watch a session live, click the session you wish to watch, then click “Join Room.”



- If a session is live, you will see an indicator light next to the session name.



FOR PHYSICAL PARTICIPANTS:

- To submit questions to the live Q&A for a session:
 - Go to the Agenda section.
 - Tap/click the session you are participating in.
 - Click on “Show Chat.”

