



Adult Education in Global Times An International Research Conference

June 4-7, 2020

(Pre-conferences on June 4)

University of British Columbia

Website: edst.educ.ubc.ca/AEGT2020

Presenter Information

Congratulations on the acceptance of your proposal for the upcoming AEGT2020 conference in Vancouver!

This document provides important information about your preparation for and participation in the conference so please read it carefully.

Reminders

To begin, please note the deadline for receiving materials for the conference *Proceedings*. In order to be on the program and present at the conference, the *Proceedings* editor must receive your paper—or summary of your research roundtable, panel, poster or symposium—to include in the conference *Proceedings* no later than 11:59pm Pacific Time on March 31. Please carefully follow the formatting and style requirements provided by the *Proceedings* editor, Dr. John Egan, and send your submission directly to him at jega776@aucklanduni.ac.nz. These instructions and related templates can also be downloaded from the conference website (<https://edst.educ.ubc.ca/AEGT2020>) under the *Proceedings* tab.

All presenters are expected to register for the conference and pay the appropriate fee.

Registration fees and a link to the registration/payment page can be found on the conference website. Note the deadline for “early bird” registration—the least expensive option—is March 31, 2020.

Booking Accommodations

We encourage you to book your on-campus accommodation as soon as possible because the quantities of each room type are limited and bookings are on a first-come, first-serve basis. The different types of accommodation and their nightly rates are described on the conference website—under the *Accommodation* tab—and a link provided to the booking website managed by UBC’s Conferences and Accommodation office. Please use this link so you receive the special conference rates. Any special requests related to accommodation should be directed to reservations@housing.ubc.ca or by phone at +1 604-822-1000.

Letters of Invitation

If you require a letter of invitation for funding or visa purposes, please select the *Travel to Canada* tab on the conference website where you will find instructions on the types of letters available and how to request the appropriate letter. You can also download and print a letter from Canada Border Services Agency that contains information about travel to Canada.

AEGT2020 has been registered with the two agencies of the Government of Canada responsible for border security and issuing travel authorizations/visas. Letters of invitation include the event code assigned to AEGT2020 so those processing visa applications and arrivals at the border can access information about the conference.

Presentations

Each presentation is allotted a fixed amount of time. To be fair to everyone, it is very important that all presentations conclude within the allotted time. We encourage all presenters to allow sufficient time for questions and discussion. A tentative schedule of presentations will be posted to the conference website in April. Please review this schedule and let us know if you see a conflict, like having to be in two different places at the same time or if your travel arrangements make it impossible to present on the day and time your session is scheduled.

Equipment: For *papers, panels* and *symposia*, each presentation room will be equipped with a data projector with VGA and HDMI cable connections and a display screen or monitor. No laptops or other computers will be provided so presenters should come prepared with their own laptops, tablets or other presentation devices and any adapters/dongles required to connect their device to the VGA/HDMI cables. Larger rooms will be equipped with microphone/speaker systems. No ICT/AV support will be available for *research roundtables* or *poster presentations*.

WiFi: UBC has campus-wide WiFi and visitors can connect via the public *ubcvisitor* network. UBC is also a member of the *eduroam* network so if your home institution is also a member, you can connect via your home login credentials. If your presentation will involve making an internet connection, please test your laptop/tablet when you arrive on campus to ensure everything works as you expect.

Time Allotments and Posters:

- **Papers.** Time allotted for each paper presentation is 45 minutes. Two paper presentations will be scheduled in each 90-minute time block in the same room.
- **Panels.** Time allotted for each panel presentation is 45 minutes. Two panels will be scheduled in each 90-minute time block in the same room. The organizer/chair of each panel is responsible for ensuring it concludes within the allotted time.
- **Symposia.** Time allotted for each symposium is 90 minutes. The organizer/chair of each symposium is responsible for ensuring it concludes within the allotted time.

- **Research Roundtables.** Each roundtable session is allotted 45 minutes. Multiple roundtable presentations will take place simultaneously in a large room. Each presenter will be assigned to a different numbered table. Each table will accommodate 8-10 participants for these small, informal conversations.
- **Posters.** Multiple posters will be displayed simultaneously in each 45-minute poster session. Presenters are expected to be available to discuss the projects depicted on their posters. The dimensions of posters may vary but the display boards on which posters will be mounted are 48" high x 96" wide (122cm x 244cm). We recommend a minimum poster size of 36" h x 48" w (92cm x 122cm) and a maximum size of 42" h x 84" w (107cm x 213cm)—all printed in landscape format.

Book/Publisher's Displays

If you have written, edited or contributed a chapter to a book that might be of interest to conference participants, consider asking the publisher to participate in the conference either by sending a copy of the book for a general book display or by arranging for an exhibit table where their books can be sold by a representative. Information for publishers and others who may wish to have a display at the conference can be found under the *Exhibitors* tab on the conference website.

Pre-conferences

We hope you will consider arriving in time to participate in the pre-conferences scheduled on Thursday, June 4. Details about each pre-conference event can be found under the *Pre-conferences* tab on the conference website.

The main conference will begin at 8:30am on Friday, June 5 and conclude by 12noon on Sunday, June 7. We look forward to welcoming you to our campus to share your research with fellow adult educators from around the world.

