DIGITAL INNOVATION
L&T Conference 2024
Poster guidelines

A great poster is a multi-purpose tool: it advertises your work, ignites discussions, and raises awareness. At the LT Conference, it’s your chance to showcase your work without being in attendance. Use engaging graphics, concise text, and clear organization. Consult the University of Liverpool webpage for guidance. Remember, the LT Conference is open to all university staff, so design accordingly.

Slideshow guidelines

Your slideshow will be a summary of your research or project, including the aims and if there are any, outcomes. This is an opportunity to present your work without being present at the LT Conference. You can create your slideshow using PowerPoint and it shouldn’t take longer than 3 minutes when auto played. You should include a title slide with your faculty, department, contact details and project/research title. Each slide should contain information directly related to your project/research, it should be concise, and easy to read. Any graphics and graphs/tables should be clearly labelled.

Workshop guidelines

Format: An interactive workshop that allows active participation through activities and discussion.

Length: 45 minutes

The workshop format allows participants to be more active in your session through the activities you design. Activities should include one or more of these elements: prompting reflection, discussions, small group work, or being hands-on with your digital innovation. Workshops are also a great way to gain feedback on your work.

You may also like to produce workshop materials for participants to use. If you would like advice on how to plan your participatory workshop please email cie@liverpool.ac.uk.
**Ignite Session Guidance**

Format: A quick-fire presentation that lasts a maximum of 5 minutes.

Length: 5 minutes + 5 minutes for questions

Ignite talks are speedy and impactful as they force presenters to condense their presentations into no more than 5 minutes. The format means presenters must think creatively about how they present their material and what are the key messages they want to convey. It also helps audiences to easily follow and understand the concept without losing their attention.

Ignite talks will be grouped into themes and presented in groups of three one after the other.

**Roundtable Guidance**

Format: A seminar style format where presenters frame a discussion topic and invite views from the table.

Length: 45 minutes

A roundtable takes place in a seminar-like format where participants are invited to discuss a topic, issue, approach or piece of new research brought by the presenter. The presenter will outline the framework of the topic for discussion, and an independent moderator will then invite contributions from the rest of the group to discuss what has been presented.

Proposals for roundtable topics themed around digital innovation are invited from either single presenters or collaborative groups.

Ask group about this