

RCN ViPERS Guidelines for session facilitators

What is a ViPER

A ViPER is a novel approach to delivering research presentations for networking. It is an evaluation of Visual Presentation with Expert Review (ViPER).

It promotes interaction and discussion rather than the routine didactic approach used in the majority of conference presentations. The aim of ViPER's is to allow attendees to have an input to the work being presented: to provide constructive feedback, new ideas, a different viewpoint and hints and tips for future development. For presenters it allows them to raise the profile of their work and promote the research to potential future collaborators.

How a ViPER is delivered

1. A poster is developed and should be available to be viewed by attendees prior to the conference. We will be asking ViPER presenters to provide copies of their poster in advance of the conference as PDFs documents which will go on the website for delegates to view. A copy will also be sent to the session facilitator.
2. A4 copies of the poster will also be circulated to attendees at the start of the ViPER presentation.
3. The presenter displays their poster in the presentation room (poster boards will be set up in the room for this purpose). Presenters should then spend 5 minutes summarising the poster and use no more than 3 powerpoint slides to do so. The summary may focus on the background, rationale, methodology, key findings and/or discursive key issues but not all issues/facts as presented in the poster.
4. The session facilitator will then verbally highlight 3 – 5 key themes/issues for consideration and for group discussion. The 'facilitators role is to encourage debate and discussion amongst the attendees and presenter for the remaining 20 minutes. You may also wish to spend a few minutes at the end to sum up the sessions key points.

Preparation for the ViPER

- The facilitator and the presenter(s) should meet either in person or by phone, to review the poster and agree the discussion points prior to the session commencing. This needs to take place ahead of the session and no less than 24 hours prior to the delivery of the ViPER.
- The facilitator should have a list of key themes/questions ready to stimulate debate and discussion, in case attendees ask no questions. The presenter should be able to assist with providing these.
- It is useful to consider 'lateral,' and/or topical issues as well as those presented in the poster and powerpoint slides.
- Consider the use of open questions i.e. how, what, where are more likely to stimulate debate and/or discussion.

Actions

Action	Lead	Deadline
Produce hard copy poster (please refer to the RCN poster guidelines) and bring the hard copy to the conference for display in the room you will be presenting in	Presenter(s)	For on the day 2-5 September
Email a PDF electronic copy of poster to RCN events team (research@rcn.org.uk) for display on the website. Please also forward a copy to your ViPER session facilitator	Presenter(s)	Posters to be sent by no later than 5pm on Monday 19th August 2019
Print A4 copies of the poster x 50 and bring to the conference to distribute to attendees at the start of the session	Presenter(s)	For on the day 2-5 September
Organise a face to face / telephone catch up to discuss and review the poster	Presenter(s) and facilitator	Ideally 7 days before the conference
Prepare key themes/questions for discussion at the session	Facilitator	Ideally 7 days before the conference