
Session Selection Guidelines

Standards, Tips, and Techniques for Selecting Presentations for the Alliance Conferences

The following guidelines for session reviewers were developed in an effort to streamline the process for selection of sessions and training sessions, and to give track chairs and review committees some standard criteria. It is hoped they will bring a standard level of professionalism to the Alliance Conference, as well as provide guidelines and useful information to new presenters on the selection process. Any comments about these materials should be shared with the Program Chair.

Criteria for Alliance Session Selection

Considerations for Track Offerings Overall

- Sessions presented by Oracle personnel should be limited to no more than 25% of your available slots.
- Efforts should be made to not use the same session presenter twice (in the same Track).
- A mixture of public/private, large/small, US/International institutions should be selected, if possible.
- Does this session add to an appropriate mix of functional and technical sessions?
- Does this session add to an appropriate mix of elementary and advanced offerings?
- Is there an appropriate mix of sessions using delivered functionality vs. custom processes?
- Sessions should focus on most current release or be "version neutral."
- The quality of a track's sessions is more important than the number of sessions offered.

Initial Review of Session

- Is this session similar to, or a repeat of another presentation?
- Should this session be presented as a workshop rather than a regular, mini or deep dive session?
- Would this be a good Innovation track session?
- Is the session more applicable to functional or technical users?
- Does session content appear to contain substance and quality information?
- Does the session appear to be a vendor sales presentation that should be part of the Vendor Track?
- Is the session too elementary? More advanced sessions should be selected when appropriate.
- Does the session highlight an additional software package or external consultant/vendor to make customizations to Oracle applications (more non-custom solutions are encouraged)?
- Has the presenter planned for Q&A at the end?
- The session title and description should accurately reflect presentation content.
- Is the audience level clearly defined?
- Does session need to be offered twice?
- Is the presentation properly cross-listed?
- Are the tags appropriate to the session?

Pre-Conference Follow Up

- Audio-visual requirements and special setups should be identified for presentation.
- All session presenters should be aware of the standard Alliance Session PowerPoint template, the published "Session Presentation Tips," and familiar with using HEUG Online.
- Suggest the presenter to practice the session for timing and presentation.
- What session length is appropriate? (Workshop, Deep Dive, Regular or Mini Session)
- Presenters should not assume all attendees know what they are talking about – clearly define special terms and "jargon."
- Downloaded handouts should match what is used in presentation. Most sessions do not offer handouts, and expect attendees to download them from HEUG Online.
- Announce if the presentation has changed since it was posted on the HEUG site (for those who printed it out). Consider posting a set of handouts as well. Or, consider posting a copy of only your KEY slides.

Post-Conference Follow up

- Have presenters update any session presentations where they made any changes while at the Conference and reload to HEUG Online
- Review evaluations (formal or informal) of the session, if done. Provide notes about the speaker to the next Track chair.

Criteria for Alliance Workshop Sessions

Initial Review of Workshop Sessions

In addition to all the Session guidelines presented above, here are some additional guidelines that specifically deal with Workshop Sessions.

- Is this workshop session worth the special workshop session fee and additional travel costs to attend?
- Is the workshop session really a workshop opportunity?
- Should this workshop session be presented as a deep dive, regular, or mini session?
- Is level of experience of audience clearly defined for workshop session? Provide minimum skills, prerequisites, equipment, and software required if it is a technical workshop session. Will attendees need to bring a laptop?

Pre-Conference Follow Up

- Materials available for download from HEUG Online should be updated as often as needed to match the materials used in the actual workshop session.
- Are there hand-out materials that would make sense in the context of the workshop session, or to provide additional in-depth information?
 - Handouts, additional training materials?
 - Demo Software / Presentation on CD-ROM
 - Resources, followup, contacts

Alliance Birds-of-a-Feather/Expert Panel Sessions

Ideas for Structuring Birds-of-a-Feather (BOAF) or Expert Panel

- Is the primary presenter a member of the appropriate PAG or been selected by PAG? If no PAG exists, is this a person who has recognized experience leading a discussion of this type?
- Develop an appropriate organizing structure/agenda for the BOAF or Expert Panel session (with input from PAG or other key members of the track). Have a PowerPoint slide that identifies key topics or agenda.
- Arrange for appropriate Oracle personnel/experts to attend the BOAF / Expert Panel session.
- Introduce any HEUG, PAG, or Oracle experts in attendance.
- If possible, place the BOAF/Expert Panel session at the end of day to allow for extra time, if needed. These type sessions are very popular with attendees.

Do's and Don'ts for a Birds or Expert Panel

- Don't allow the BOAF/Expert Panel Session to become an Oracle gripe session – use constructive criticism techniques. If specific problems are identified, solicit feasible solutions from the person or the audience.
- If possible, solicit questions or topics in written form with name & institution (use note cards).
- Possibly obtain questions before conference (list serve) or during the conference track sessions prior to the BOAF / Expert Panel session (place note cards in box for Track Chair).
- Allow the panelists/experts to review or study questions prior to the BOAF/Expert Panel session so they can give concise, informative responses.
- The PAG or organizing group should communicate questions/answers back to list serve after conference so all HEUG users can benefit from them.
- Encourage audience members with experience or solutions to help answer questions, as well as the experts. Peer-to-peer conversations are valuable.
- Attempt to keep side discussions at a minimum during the session. Identify the topics, if appropriate, for later discussion.
- Make sure that entire audience can hear questions and responses. Consider a traveling wireless microphone, floor microphones, and repeating questions so that all in the audience can participate equally.
- Keep the session on track, allowing sufficient time for all topics to be explored. If extra time remains (unlikely) you can revisit topics or identify new ones.
- Encourage audience networking and sharing of business cards. Make a list of your key speakers/experts, and have their contact information on the PowerPoint slide.