



Preparation Guidelines for Lecturers and Presenters

We are very grateful for your willingness to contribute to our program and we understand the competing demands on your time as you prepare your presentation materials. Most of our invited lecturers and presenters are pre-eminent in their fields and have considerable teaching experience and much of what we say in these guidelines will be well understood and very much a part of your teaching philosophies and practice.

The typical ISU class has some unusual features however and we hope that you find the following advice and reminders useful as you prepare your presentations.

The 3 I's

We ask you to bear in mind the ISU 3-I philosophy of interdisciplinary, international and intercultural education. Your teaching should therefore be at an appropriate level. It is not always easy to achieve this but the aim is that it should be comprehensible to a non-specialist, yet retain the interest of the specialist in your field. Your lecture may be the first exposure to your discipline for some students. Also, the personal interaction between lecturers and students outside the formal teaching schedule is an important part the educational process at the SHS-SP.

Backgrounds of class

A typical SHSSP class consists of participants who range in age from early 20s to mid 50s, with academic backgrounds ranging from 3rd year undergraduates to PhDs. Some participants have senior management roles in space agencies, government agencies, the defense forces and corporations and some are researchers and undergraduate students. The gender mix is usually in the region of 35% female and 65% male. What unites the class is an intense interest in all topics and a willingness to work and study hard and collaborate over the 5 week period of the program. Participants come from many parts of the world. Australians usually comprise about 40% of the class. **It is important to bear in mind international cultural and political sensitivities, and to remember that ISU provides a neutral forum for discussion of issues in which attitudes and policies may vary from country to country.**

English language

It is important that all lectures are presented in clear English. Please avoid acronyms and jargon. It is vital that you speak clearly and slowly so that non-native English speakers can understand you. We will signal you from the audience if you need to slow down.



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Slides

Please prepare your slides to be clearly understandable by non-specialists in your field. Use large fonts and clear graphics and limit the number of slides to 1 or a maximum of 2 per minute. Your lectures are a total of 60 minutes, so assume 50 minutes of lecture and 10 minutes of questions and discussion. A staff member will be in the audience and will give you a sign for 10 minutes remaining, 5 minutes remaining, and when your time is up. We will stop you when your time is up so that we can maintain our schedule.

Advance materials

We ask that you send us your slides and lecture or workshop summaries by the deadline set out in your letter of invitation. It is vital that we get this information so that we can prepare the materials for the students by their arrival date. Students who are unfamiliar with the lecture and presentation topics and especially those who are not used to working in the English language need time to review the slides and summaries in advance of the lectures. All of our students sign an undertaking that they will use any materials they are provided solely for their own study and will not reproduce it for commercial purposes, in part or in full, without your permission.

Your assistance and cooperation is vital to the success of our program and we thank you in advance.