

Guidelines for Oral Presenters

1. All the accepted Discussion Papers/Abstracts will be made available to the conference attendees.
2. Authors of selected papers will be invited to submit a revised/extended paper or a policy brief for publication in post conference publications
3. All presenters will be allotted **12-15 minutes** time to make their oral presentation. The presenters may bring files in PowerPoint format in a USB stick/Flash drive.
4. There are no criteria for minimum number of slides but please note that putting too many slides may distract rather than engaging participants.
5. The content of the PowerPoint presentation can be a very brief introduction of the concept, research/policy problem identifies, methods used, findings, conclusions, limitations, etc. It is recommended NOT to use more slides or presentation time in describing the topic in a text-book style.
6. Kindly organize the contents of the slides very selectively. A good practice can be the usage of key points, graphs, diagrams, photos, videos, etc. The content of the slides need not to be 100% same as the Extended Abstract/Discussion Paper.
7. You may consider bringing 10-15 sets of hard copies/photocopies of your Extended Abstract or Full Paper or PowerPoint slides/handouts based on your preference. Photocopying at the venue may be very expensive. Hence, these hard copies may be useful to distribute to the interested participants and potential future collaborators.
8. The presenters are advised to stick to the time limit. The Session Chair will not allow any presenter to continue for more. It is advisable to undertake a rehearsal for time keeping prior to attending the conference.
9. There shall be a Question and Answer for **4-5 minutes** for each presentation. It is up to the Session Chair to decide whether to take questions after each of the presentation or a combined **15 minute discussion** after all presentations.
10. There are ample of opportunities during breaks, lunches and other networking activities for further debate/discussion. Hence, all the participants are requested to utilise these times.
11. You may bring your own laptop, audio-recording device and camera. You may wish to take photographs and make audio/video recording of your presentation.
12. Photography and video-recording by the Conference Team will also take place in order to use for post-conference publications and other related online/printed material to be produced by Data for Policy Team. Please inform session chairs and conference volunteers in the room if you have any reservations about this.