

## Guidelines for Oral Presenters

1. All 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 to make their oral presentation. The Session Chair will not allow any presenter to continue for longer.
4. Presenters may bring files in PowerPoint format in a USB stick/Flash drive. There are no criteria for minimum number of slides but please note that putting too many slides may distract rather than engage participants. It is NOT recommended to use more slides or presentation time in describing the topic in a textbook style.
5. Kindly organize the contents of the slides very selectively. The content of the slides need not to be 100% same as the Extended Abstract/Discussion Paper.
6. 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.
7. There will be a 4-5 minute Question and Answer 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.
8. 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.
9. Photography and video-recording by the Conference Team will also take place for use in post-conference publications and other related online/printed material. *Please inform session chairs and conference volunteers in the room if you have any reservations about this.*