EMAB Conference
Guidelines for Presenters and
Session Chairs and Discussants

1.Guidelines for Presenters

The main purpose of Oral Presentation sessions is to allow presenters the opportunity to convey the importance of their research to a large gathering audience. The goal of presentations is to stimulate audience interest and initiate discussion during the conference.

Presented papers have been grouped either by theme or by track. In many cases, sessions will involve participants from multiple but relevant divisions. This format will promote cross-divisional, in-depth discussion among the presenters and the audience. Below are some guidelines to help you prepare your presentation.

Preparing the Presentation

Acceptable formats for Presentations: Microsoft PowerPoint, Acrobat PDF Graphics. Presentations must be well designed, simple, and readable from everyone in the room.

Judicious use of animation can enliven an otherwise dull presentation. If you plan to animate various components in your presentation (slide titles, graphic elements, bulleted text, etc.) try to be as consistent as possible.

Be sure to bring copies of your original paper (these can be double sided). Have your papers readily accessible for attendees to pick up. If you run out of copies, take the business cards of the attendees interested in your work or write down their addresses so that you can mail your paper to them in due course.

Tips:

- Use bright lettering on a dark background or vice versa.
- Make sure your slides are readable by using big enough letter format.
- Break up complex slides into a series of simpler slides.
- Illustrate major points or trends, not detailed data.
- Avoid long or complicated formulas or equations that most will not be able to follow.
- Leave your graphics on the screen for at least 30 seconds.
- Use the minimum number of words possible in titles, subtitles, and captions.
- Use bold characters instead of "impressive" or "fancy" fonts.
- Use tables with no more than three or four vertical columns or more than six or eight horizontal rows
- Whenever possible, prefer graphs than tables.
- Coloured graphs are very effective. Contrasting colour schemes are easier to see.
- An introductory and a concluding slide/graphic can greatly improve the focus of your talk.

The Presentation

- Please arrive at your session meeting room at least 15 minutes before the session begins.
- Take time to familiarize yourself with the set-up.
- When presenting, make sure you speak slowly and clearly.
- DO NOT read from the slide, but explain it.
- Address the audience when you are speaking. Try not to keep looking down at your presentation.
- You might also want to involve the audience by asking questions. This is a great way to keep the audience interested in your work.
- Try to relax and have fun during your presentation.

Please use your limited time to talk about the following items when applicable:

- Title page including your name and affiliation
- Agenda of your presentation topics
- Literature review
- Research aim, objectives and hypotheses
- The paper's research problem and why it is interesting
- Methodology and methods
- Main results and findings
- Statement of the paper's conclusion. Explain why it was reached and what is new that adds to our understanding.

DOs and DON'Ts

The following are some insights on how the authors can get the audience engaged and excited.

DESCRIPTION	DO	DON'T
Purpose of Presentation	Present enough to tell the audience that the paper is worth a read and tells a good story.	Present Summaries of all sections of the paper.
Format & Timing	Use fonts larger than 28 pt and no more than 12 slides. Plan for 15 minutes Do focus on your results Provide a 1-page handout summarizing your contribution & key points as a takeaway.	Do not use small fonts or too many overheads.
Introduction	Do focus on what is interesting and new about what you have learned. Do try to start off with a real-world analogy/story.	Don't focus on why you decided to do the study. Don't be too conceptual.
Audience Interaction	Look people in the eye and talk to them. Identify places for audience input. Ask rhetorical questions at key points and wait for responses. Consider using brief exercises or scenarios that draw on the audience's personal experiences/knowledge.	Give a monologue describing your research.
Theory	State the problem, why it is interesting, and what you will contribute. Explain what is new in this model over past contributions.	Present a literature review of the area. Explain every arrow in a complex figure.
Methods	Provide an overview of why the measures are linked to the theoretical construct. Establish face validity and assure that more rigorous methods were applied. Relate methods to research objectives. Justify your selection.	Describe the sample measures, and validation of instruments.
Results	Present the most significant findings. Explain what the data tell you.	Present any tables with numbers
Conclusion	Answer broadly what we have learned and what needs to be done now. Urge the audience to read the full paper found in the proceedings for further details.	Review each result and summarize what was significant.

Note: We do understand that some presentations are still in progress and as a result some of the above points may not be applicable.

2.Guidelines for Session Chairs

Please keep the time during the session, keep the order of the presentations as printed on the programme, ensure that discussants are brief and to the point, and organize the discussion and time management. However, the role of Chairs is much more than just keeping time and order. During the Session:

- DO start out with a few words about the subject matter of the session and how each paper will contribute toward exploring that research domain.
- Tell presenters about time constrains and ask them to appreciate other people's time.
- Kindly shut down inexperienced or unprepared presenters who do not conform to the prescribed time limits.
- Create an informal first-name atmosphere in the session to encourage discussion.
- Provide a brief introduction of participants and discussants and direct the floor discussion. If the Chair is also presenting a paper in the session, another presenter will introduce the Chair during the time of his/her presentation.
- Papers could be discussed after the end of each presentation.
- Be polite with all session participants

Due to last minute dropouts or registrations, some sessions may have fewer or more papers than initially scheduled. The programme will be continuously updated and be available on our conference website and conference registration office. Be ready and alert to manage your session both professionally and timely.

3.Guidelines for Session Discussants

Discussants aim at integrating ideas and, at the same time, encouraging interaction with the audience. The objective is not to give a complete discussion of all papers presented but pick up a few key points that are worth discussing further.

- DON'T do a standard stand-up 'reviewer' routine for each paper one at a time.
- Provide constructive comments that will help the authors improve their papers.
- Address the significance of any substantive problems with the papers.
- Try to identify shared constructs, linked findings, and contradictory results that emerge across papers.
- Try to identify on-going debates, themes, puzzles within the topic domain and how the group of papers contributes to them.
- Always be kind and constructive and never insult participants.

4.Timing

- Presenters are expected to deliver their presentations in 15 minutes for 4 presentations sessions and 20 minutes for 3 presentations sessions.
- Discussants will comment on each presentation and ask questions for approximately 5 minutes.
- There will be between 10 and 15 minutes time in each session for a general floor discussion.