

Instructions/Guidelines for Oral Presentation

DURATION

- The time available for each paper is 10 - 15 minutes, including comments and discussion. Please make sure you do not exceed the given time limit i.e. 10 minutes to speak and 5 minutes for question and answer. If you require any special assistance during your talk e.g audio clip, video clip etc or to get to the podium, please let the session moderator know of this before the session or email at ngc.aiou@aiou.edu.pk
- Presenters are expected to come to the allocated room, at least 10 minutes prior to the start of the session so that any last minute issues can be resolved.

Format of Presentation

- You will need to fit your content within the time limit. Think carefully about how much information you can reasonably present in the time allowed and select the most important point.
- You will need to hold the interest and attention of your audience. Think carefully about the key points that you want to get across and build your presentation around them.
- Some kinds of information, such as technical explanations and tables of figures, are difficult for listeners to absorb during a presentation. Think about summarizing this kind of information or referring the listeners to a document they can read after the presentation.
- You will need to leave time for examples and illustrations of your points. Think carefully about how you will support and explain your key points.
- You will need to leave time for an introduction, conclusion and questions or comments. During this time you are likely to be repeating points made in the main body of your talk

Technological Support

- A computer (MS Windows environment) will be available in each room for the conference presentations.
- Please use either PowerPoint (.ppt or .pptx) or a compatible format for presentations.
- Presenters are requested to upload their presentation to the conference website and bring their presentation on a USB disk.

HANDOUT

- You might also like to bring handouts, such as copies of your theoretical framework, conceptual framework or anything other than what is presented on slides.
- Always include your contact information (especially email address) on handouts, so delegates will have a means for communicating with you about your research.
- Besides Conference Secretariat office, there are a couple of conveniently located photocopying shops in the University, so you can make copies of handouts upon your arrival, if you do not want to carry the heavy papers with you as you travel.