AUDIO VISUAL INSTRUCTIONS

Instructions for speakers

A central laptop would be provided to all presenters who would be using it for their presentation. Presentations should be burnt onto a CD. Also, each presenter should bring their own thumb-drive as a safety precaution, should there be any technical hitches.

At the tea-break before the session that is just before yours, the Chairman will meet with you all for a final coordination meeting. Please confirm your equipment needs at that point. CDs and thumb-drives containing your presentation files must be submitted at this point. Your presentation will be loaded into the laptop prior to your presentation.

Please proceed to the workshop venue 10 minutes before the start of your session.

Please note that PowerPoint presentations will last for 20 minutes for the technical sessions. 10 minutes will be allocated for the Question and Answer, but this will be at the end after all the presentations.

The chairperson for the sessions will be keeping to time strictly. As each session would have around 3-4 papers, the whole session would tentatively take 1½ -2 hours.

In a typical presentation of 20 minutes, the chairperson will ring the bell once when 15 minutes have passed and twice when 18 minutes have passed. When you hear the second bell, please make a suitable conclusion to your presentation immediately.

You may collect your CDs and thumb-drives from the registration desk after the session. All important notices (including changes to the program) will be posted on the Secretariat Message Board near the registration desk.

Instructions for session chairs

If you are chairing a session, please review the instructions above for speakers.

Please keep to time strictly. Each session would have around 3-4 papers, therefore, the whole session would tentatively take 1½ -2 hours.

Please note that in a typical presentation of 20 minutes, the bell will ring once when 15 minutes have passed and twice when 18 minutes have passed. The second bell is to signal the presenter that they have to start concluding the presentation.

On average, for each paper, 10 minutes have been set aside for Questions and Answers (Q&A). Our preference is for the Q&A to be held after all the speakers have completed their presentations, to allow for more indepth discussions and for questions that can cut across a few presentations.

Please approach the student assistants, should you require any help while chairing your session.