

Advice to Speakers

This advice is being provided to all those who present at the ICEVI Day in Orlando on 22nd August 2016

General Guidelines for all Presenters

1. Arrive at your session at least 10 minutes before the session is scheduled to begin in order to get comfortable, meet the Session Chair and any other Presenters.
2. The powerpoint presentations already sent to the ICEVI Secretariat would have been pre-loaded in the laptop kept at the concurrent session room. Some presenters who are bringing their presentations in pen drives may have to scan them for any viruses and it may take time too from the session and therefore, it is advisable to send your powerpoints to the ICEVI Secretariat at officevi@gmail.com latest by 1st August, if not sent already, to ensure that the presentation is pre-loaded.
3. Some presenters may be willing to present videos and we shall try to accommodate those though technical glitches such as non-compatibility of CDs with the system used for presentation, big file size, etc., cannot be ruled out. We shall try to make the presentation effective but there may be some factors beyond our control and we require your understanding in such circumstances.
4. Please complete your presentation in the stipulated time in order to facilitate questions and answers from the audience.
5. The e-mail addresses of the co-presenters are presented in the Book of abstracts, which will be sent to you in early August and also posted on ICEVI website www.icevi.org Please share the gist of your presentation with the co-presenters to avoid major duplications and also to enrich the presentations.
6. The e-mail addresses of the Chairs of the sessions can also be found in the Book of abstracts. We have included the brief resumes of the presenters in the abstract book itself in order to help the Chair to introduce. Please send your brief resume to the Chairperson directly

in case you have not sent the same to the Secretariat before the Abstract Book was finalised.

7. Please note that many participants attending the session may be those with a visual impairment and therefore, we request you to once again look at the WBU Guidelines on Powerpoint presentations to ensure that your presentation is fully accessible.

We wish to offer our sincere thanks to you for sharing your time and expertise with us at this important event.

Guidelines for Session Chairs

These guidelines are to be followed by all chairpersons of the ICEVI Day presentations

Purpose

To ensure all concurrent sessions of the ICEVI Day start and finish on time. All presenters are appropriately introduced and questions and comments from the floor are appropriately facilitated.

Chairpersons along with all presenters for each session must be seated in the allocated section for them located in the front row of the seating area at least ten minutes prior to the start of their session.

The chairperson is responsible to ensure all presentation and question timelines are adhered to.

Functions

1. The chair introduces themselves and the session
2. Introduces each presenter and the topic they will speak to
3. invites questions from the floor where appropriate and facilitates their responses
4. Thanks presenters and closes the session on time.