

Presentation & Chair Guidelines and Session Standards

8th IIRC 2018

Please use the following guidelines when preparing your presentation for the 8th Biennial International Indigenous Development Research Conference (8th IIRC 2018). Allocated speaking times are as follows:

Presentation Type	Session duration	Speaking time	Question time	Changeover time
Keynote Plenary Presentations				
Keynote Co-Chair <i>[Introductions]</i>	45mins	3 min	10 min	2 min
Keynote Speaker		30 min		
Parallel Sessions				
Chair persons <i>[Introductions]</i>	-	1 min		-
Oral Presentations	20 min	13 min	5 min	1 min
Short-form 60-minute Panel Presentations	60 min panel session	<i>[timing determined by Panel presenters and Chair]</i>		
Long-form 120-minute Panel Presentations	120 min panel session	<i>[timing determined by Panel presenters and Chair]</i>		
Poster Session				
Designated Lunch Break, Wed 14 Nov 18	60 min	30 min		-
Posters will be on display throughout the duration of the Conference with a designated session for presenters to be at their poster for discussion and / or questions with conference delegates.				
Indigenous Post-Graduate 3 Minute (3MT©) Thesis Competition – ANNOUNCEMENT COMING SOON				
3MT© Presenter	90min	3 min	-	2 min
Judging and prize-giving		40 min	-	-
Eligibility criteria applies and Nomination Forms will be available soon for this competition. For all enquiries please contact the Event Manager info@maramatanga.ac.nz for further details.				

Chairs

Session Chairs should ensure that they have made contact with all of their presenters in advance of the session, and arrange for participants to meet in their lecture theatre at least 5 minutes in advance of the session starting time so that they can upload presentations and be ready to go. Rooms are equipped with PC and AV equipment.

Please introduce each presenter briefly, ensure that speakers do not exceed their allotted speaking time and chair the questions after each presentation.

Do not change the order of speakers as published in the programme unless unavoidable. Delegates often change sessions to be able to catch different speakers, and use the programme as their guide.

Oral Presentation

Standard presentations are 20 minutes, including questions. This includes limited time for Chair's introductions, and to allow people to move between sessions. Please respect your fellow presenters and audience by keeping to your allotted time. This ensures all presenters have a chance to speak equally and audience questions and comments are heard.

At the conference, make contact with your session Chair. Check they have been provided with your presentation. Arrive at least 5 minutes prior to the beginning of your session.

Presentation Type	Session duration	Speaking time	Question time	Changeover time
Parallel Sessions				
Chair persons <i>[Introductions]</i>	-	1 min	-	-
Oral Presentations	20 min	13 min	5 min	1 min

It is recommended to prepare your presentation as a full written paper. This will help you hone and develop your argument, thoughts and presentation to ensure you are meeting the expected outcomes of the conference themes. Prepare any PowerPoint or similar presentation files in advance (*back-up your electronic files to avoid any risks*).

Generally, it takes 2 minutes to read a double-spaced page at reasonable speed, therefore 13 minutes speaking time is 6-7 pages. Practice delivering your paper in a conversational tone and time yourself, remembering that you may add start and end remarks during the session.

Panel Presentations

Panels entail presentation of prepared papers on a specific topic or theme, followed by structured discussion of those papers during the allocated speaking time.

There are two panel sessions available: a short-form 60-minute panel session and a long-form 120-minute panel session. Please note that the long-form 120-minute panel sessions will be highly competitive due to a limited number of spaces available.

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Parallel Sessions				
Short-form 60-minute Panel Presentations	60 min panel session	<i>[timing determined by Panel presenters and Chair]</i>		
Long-form 120-minute Panel Presentations	120 min panel session	<i>[timing determined by Panel presenters and Chair]</i>		

Panels should comprise four or more authors presenting on a specific topic or theme. Each paper must have a full abstract and full author information. Each panel requires a Chair, which can be self-nominated (please indicate this during the submission process).

Poster Presentations

Poster presentations are a more informal and intimate method of engaging dialogue and audiences. Your poster should be well-constructed and self-explanatory, your poster will be displayed throughout the Conference to allow conference attendees to read about your work.

Preparing your poster

Each poster must contain a title, name/s of authors, abstract, introduction, methods, results or findings and conclusion. Table, graphs and/or images are encouraged.

Consider the sequence and layout of the information sections – it is important that the information flow is easy to follow and understand. Use clear headings and illustrations, font and images that can be read easily from a metre away.

For protection, transport and ease of display presenters may consider lamination of their posters, however this is not mandatory.

- ***Size and space***

Each poster will have a dedicated poster display space of the following dimensions:
A0 - 841mm x 1189mm 33 1/8" x 46 3/4". A specified numbered space will be allocated to you.
Posters will be available for general viewing in an open space throughout the Conference.

- **Affixing poster**
Velcro or other adhesive tapes are recommended and will be available for poster presenters. Poster display space boards do not permit pins or tacks to be used.
- **Presenting poster**
Posters are expected to be affixed to the specified numbered space by the dedicated time on day 1 of the conference and removed on day 4 at the specified time. Wednesday, 14 November 2018 lunch break is the designated session allocated for poster presenters to be at their poster for discussion and/or questions by conference delegates.

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Indigenous Post-Graduate 3 Minute (3MT®) Thesis Competition – ANNOUNCEMENT COMING SOON

Entries for this competition are open to research masters and confirmed doctoral candidates undertaking Indigenous focussed research at your Institution. Doctoral and masters candidates whose theses are under examination by the date of their first presentation are eligible to compete; graduates are not eligible.

A call for nominations for this competition will be announced soon.

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Indigenous Post-Graduate 3 Minute (3MT®) Thesis Competition				
3MT® Presenter	90min	3 min	-	2 min
Judging and prize-giving		40 min	-	-
Eligibility criteria applies and Nomination Forms will be available soon for this competition. For all enquiries please contact the Event Manager info@maramatanga.ac.nz for further details.				