

## 9<sup>th</sup> Biennial International Indigenous Research Conference 2020 Chair and Presentation Type Guidelines and Session Standards

Please use the following guidelines when preparing your presentation for the 9<sup>th</sup> Biennial International Indigenous Research Conference - IIRC20.

Presentation Type	Session duration	Speaking time	Question time	Changeover time
<b><u>Keynote Panel Session</u></b>				
Keynote Co-Chair <i>[Introductions]</i> Keynote Chair & Presenter Keynote respondents	90 mins	3 mins 30 mins 30 mins	25 mins	2 mins
<b><u>Parallel Sessions</u></b>				
Chair <i>[Introductions]</i>	20 mins	1 min	18 mins	1 min
Oral Presentation				
<b><u>e-Poster Sessions</u></b>				
e-Poster	Scheduled throughout the conference			
<b><u>Indigenous Post-Graduate 3 Minute (3MT<sup>®</sup>) Thesis Competition</u></b>				
Chair Introductions	105 mins	12 mins	-	3 mins
3MT <sup>®</sup> Presenter		3 mins	-	2 mins
Judging and prize-giving		45 mins	-	-
Eligibility criteria and Nomination Forms are available online for this competition. For all enquiries, please contact the Event Manager <a href="mailto:info@maramatanga.ac.nz">info@maramatanga.ac.nz</a> .				

### Chairs

Chairs should ensure that they are present at their room in advance of the session to:

1. Make themselves known to the AV technicians assigned to those rooms and familiarise themselves with how the equipment operates
2. Ensure that the session presenters have uploaded presentations
3. Answer, or get answers, to questions that presenters may have
4. Ensure that each speaker is aware of the time allocation (talking, questions and transition) and how this will be notified and enforced.

Once the session begins, introduce each presenter briefly. Please ensure that the timing is strictly enforced. Once the speaker has finished their presentation, open the floor for questions and Chair the questions. You can also remind participants that this is an opportunity to transition out into another session if they need to.

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

If a presenter does not show, it is recommended to utilise this time for the benefit of the presenters and delegates in attendance. We recommend you keep to the programmed speaker times as delegates often change sessions to be able to catch different speakers and encourage you to facilitate group discussion and/or Q&A. If you feel confident to run an impromptu session to fill this slot for 18-minutes please feel free to do so.

## Oral Presentation

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At the conference, make contact with your session Chair. Check that they have been provided with your presentation. Please respect your fellow presenters and audience by arriving at least 5 minutes prior to the beginning of your session, being present for the whole session and affording the appropriate acknowledgement to colleagues and friends also presenting.

Standard oral presentations are 18-minutes, including questions; there is a 1-minute introduction and 1-minute transition time between speakers.

Presentation Type	Session Duration	Introduction by Session Chair	Speaking time	Questions	Transition time
<b>Parallel Sessions</b>					
Oral Presentations	20 mins	1 min	18 mins		1 min

It is recommended that you write your presentation out as a basis for honing and developing your argument, fine-tuning your timing and staying within allocated 'speaking' times. This will help you develop your 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 of text at reasonable speed, therefore 18-minutes speaking time is 8-9 pages. Practice delivering your paper in a conversational tone and time yourself, remembering that you may add start and end remarks during the session.

Each presentation must have a full abstract and full author information.

## e-Poster Presentations

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To encourage more poster submissions, IIRC20 are offering interactive electronic poster (e-Poster) presentations to encourage authors to present information through different media sources including the use of videos and other embedded media.

e-Posters enhance visualisation to attract interest of attendees through the use of pictures, videos and other embedded media.

On acceptance of your e-Poster abstract a powerpoint template will be sent to you. Please see the e-Poster style guide [available online here](#) for formatting guidelines and suggestions, media and equipment specifications. e-Posters should be prepared in PowerPoint on 1 slide (16:9 ratio) to be displayed throughout the conference on flat screen monitors. A PDF version of e-Posters will be also be included on the conference website.

It is expected that the author is available to present their e-Poster onsite; an e-Poster submission without people to speak about the work does not qualify for presentation at the conference. Final e-Poster slides are due by Friday 04 September 2020.

Presentation Type	Session duration	Speaking time	Question time	Changeover time
<b><u>Parallel Sessions</u></b>				
e-Poster	Scheduled throughout the conference			
e-Posters will be on display throughout the duration of the Conference with sessions scheduled throughout the programme for presenters to be at their poster for discussion and questions with conference delegates.				

### **Indigenous Post-Graduate 3 Minute (3MT®) Thesis Competition**

This exciting event offers New Zealand Māori, Pacific and Indigenous international students, currently **enrolled in a PhD** at a tertiary institution, the chance to present their research to a global audience and compete for prizes valued up to \$1,000.00 NZD.

Doctoral Candidates whose theses is under examination by the date of their presentation are eligible to compete; those who have already graduated are not eligible for this competition.

There are only 10 places available in the competition. Selection of the competitors will be at the discretion of the Organising Committee and candidates must be registered to attend Ngā Pae o te Māramatanga's 9<sup>th</sup> International Indigenous Research Conference 2020.

Please ensure the Supervisor Nomination entry form is submitted with your entry and you have read the terms and conditions and competition rules to be eligible to participate.

SUBMIT your 3MT® Entry along with your Supervisors nomination [form at this link](#).

Presentation Type	Session duration	Speaking time	Question time	Changeover time
<b><u>Indigenous Post-Graduate 3 Minute (3MT®) Thesis Competition</u></b>				
Chair Introductions	105 mins	15 mins	-	-
3MT® Presenter		3 mins	-	2 mins
Judging and prize-giving		40 mins	-	-
Eligibility criteria applies. For all enquiries, please contact the Event Manager <a href="mailto:info@maramatanga.ac.nz">info@maramatanga.ac.nz</a> for further details.				