



## TTTMTM Presentation & Chair Guidelines and Session Standards

Please use the following guidelines when preparing your presentation for Te Toi Tauira mō te Matariki 2018 (TTTMTM). Allocated speaking times are as follows:

Speaker	Session duration	Speaking time	Question time	Changeover time
Keynote Plenary Presentations	45 min	33 min	-	-
Keynote Co-Chair & Discussant	-	2 min	10 min	2 min
Parallel Sessions	-	2 min	-	-
Chair persons [introductions & question time]	-	-	-	-
Oral Presentations	30 min	23 min	5 min	2 min
Short-form 45-minute Panel Presentations	60 min	[timing determined by Panel presenters and Chair]		

### Chairs

Chairs should ensure that they have made contact with 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 start time to upload presentations and be ready to go. Rooms are equipped with PC and AV equipment.

Please introduce each presenter briefly and chair the questions after each presentation.

Do not change the order of sessions 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 28 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 conference, make contact with your session Chair. Check they have been provided with your presentation. Arrive at least 5 minutes prior to your session.

Speaker	Session duration	Speaking time	Question time	Changeover time
Oral Presentations	30 min	23 min	5 min	2 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. Each panel session is a short-form 45-minute panel session.

Speaker	Session duration	Speaking time	Question time	Changeover time
Short-form 45-minute Panel Presentations	60 min panel session	[timing is determined by Panel presenters and Chair]		

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).