Notes for Speakers

1. Please meet the chairperson of your session immediately after the end of the session before that in which you will be speaking.

2. Provide your PowerPoint presentation to the projectionist when meeting your chairperson at the end of the preceding session.

3. You are expected to finish your presentation at least 2 minutes before the end of the time allowed. This will allow the audience to ask any questions related to the technical understanding of your presentation. The chairperson will warn you when you have 5 minutes, and 2 minutes remaining. Avoid over-running the allotted time.

4. For the discussion at the end of your session you will be asked to join other speakers at the front of the lecture theatre. The chairperson will then direct the discussion on matters relating to the subject matter of all presentations.

5. During questions, please phrase your answers so that they can be understood by anyone who has not heard, or not understood, the question.