



PAL NETWORK
People's Action for Learning

**ENSURING ALL
CHILDREN LEARN:**
LESSONS ON INCLUSION AND
EQUITY FROM THE SOUTH



November 5th-6th, 2019 | Kathmandu, Nepal

PRESENTATION GUIDELINES

PAL Network Research Conference

PAL Network
www.palnetwork.org/conference

Background

The People's Action for Learning Network (PAL Network) biennial conference strives to provide an active forum for participants to explore and share by fully participating and engaging during all sessions. To this end, these guidelines have been prepared to guide the chairs and presenters in communicating accessibly while preparing and presenting at the conference.

Session Chairs

The chair is responsible for moderating the session and ensuring its success. In addition to welcoming presenters and the audience, chairs will introduce the session, monitor the time allocated for presentations and moderate the Q&A session.

Session Introduction

All introductions to sessions should be in form of a narration, a story or song. The panel chair shares an illustration/photo/infographic/graph/video etc. on one slide only and tells a story then welcomes the presenters. The introduction should have a connection to the presentations to be made.

Session Guide

- Allocated time per session – 90 minutes
 - Introductions (of panelists and papers to be presented) – 10 minutes
 - ✓ Individual presentations - a total 45 minutes (chair to equitably divide the time among the presenters)
 - ✓ Discussion, Q&A session – 25 minutes
 - Closing and wrap up by chair – 5 minutes
- Session ends 5 minutes ahead of time to allow for change of sessions
- All presenters to meet ahead of their session for planning purposes

Presentation Equipment and Internet Access

Standard presentation equipment (LCD/overhead projectors and PowerPoint-equipped PCs) will be available for all sessions. Presentation slides and digital materials should be formatted to be compatible with PC/Microsoft Windows. Internet connectivity will be available in the conference venue. However, presenters should avoid embedding web links and streaming content within their PowerPoint presentations. It is recommended that presentations as well as any related files be saved on personal USB flash drive ("memory stick"), and uploaded to a shared computer prior to the start of your session.

Additional tips for presenters

- Make sure the audience walks away understanding the five things any listener to a presentation really cares about:
 - a) What is the purpose of your presentation?
 - b) What has been done about it?
 - c) What is the presenter doing (or has done) about it?
 - d) What additional value does the presenter's approach provide?
 - e) Where do we go from here?

- Carefully budget your time, you have 15 mins.
- Allow time to describe the problem clearly enough for the audience to appreciate the value of your contribution. This usually will take more than 30 seconds.
- Leave enough time to present your own contribution clearly. This almost never will require all of the allotted time.
- Put your material in a context that the audience can relate to. It's a good idea to aim your presentation to an audience of colleagues who are not familiar with your research area. Your objective is to communicate an appreciation of the importance of your work, not just to lay the results out.
- Give references and a way to contact you so those interested in the theoretical details can follow up.

Preparing effective displays

Here are some suggestions that will make your displays more effective.

- Keep it simple. Fancy designs or color shifts can make the important material hard to read. Less is more.
- Use at least a 24-point font so everyone in the room can read your material.
- Try to limit the material to eight lines per slide, and keep the number of words to a minimum. Summarize the main points - don't include every detail of what you plan to say. Keep it simple.
- Limit the tables to four rows/columns for readability. Many large tables can be displayed more effectively as a graph than as a table.
- Don't put a lot of curves on a graphical display - busy graphical displays are hard to read. Also, label your graphs clearly with BIG, READABLE TYPE.
- Use easily read fonts. Simple fonts like Sans Serif and Arial are easier to read than fancier ones like Times Roman or Monotype Corsiva. Don't use italic fonts.
- Light letters (yellow or white) on a dark background (e.g., dark blue) often will be easier to read when the material is displayed on LCD projectors.
- Use equations sparingly if at all - audience members not working in the research area can find them difficult to follow as part of a rapidly delivered presentation.
- Don't fill up the slide - the peripheral material may not make it onto the display screen - especially the material on the bottom of a portrait-oriented transparency.
- Identify the journal when you give references: Smith, Bcs96 clues the reader that the article is in a 1996 issue of Biometrics, and is much more useful than just Smith 1996.
- Always, preview your presentation.

Timing your talk

Don't deliver a 30-minute talk in 15 minutes. Your objective is to engage the audience and have them understand your message. Don't flood them with more than they can absorb. Think in terms of what it would take if you were giving (or, better, listening to) the last paper in the last contributed paper session of the last day. This means:

- Present only as much material as can reasonably fit into the time period allotted. Generally, that means 1 slide per minute, or less.

- Talk at a pace that everybody in the audience can understand. Speak slowly, clearly, and loudly, especially if your English is heavily accented.
- PRACTICE, PRACTICE, PRACTICE. Ask a colleague to judge your presentation, delivery, clarity of language, and use of time.
- Balance the amount of material you present with a reasonable pace of presentation. If you feel rushed when you practice, then you have too much material. Budget your time to take a minute or two less than your maximum allotment. Again, less is more.

The Presentation

- Put on the microphone and be sure that it works before you begin.
- Be sure everyone in the room can see your material. Make sure you do not block the screen. Move around if you must so that everyone has a chance to see everything.
- Don't apologize for incomplete results. Researchers understand that all research continues. Just present the results and let the audience judge. It is okay to say, "work is on-going".

When Finished

- Thank the audience for their attention
- Gather your materials and move off quickly to allow the next presenter to prepare
- Stay for the entire session and, afterward, be available for people to ask you questions.