



INTERNATIONAL INDIGENOUS DEVELOPMENT RESEARCH CONFERENCE 2014

25-28 NOVEMBER, AUCKLAND, NEW ZEALAND

Guidelines for Oral Presentations and Chairs

We welcome Presentations from academics, researchers and community members at all levels across the globe.

Please follow the following guidelines when preparing your presentation for Ngā Pae o te Māramatanga's 6th Biennial International Indigenous Development Research Conference.

Presentations

Presentations are 20 minutes plus 5 minutes for questions. There is also limited time for Chair's introductions, and to allow people to move between sessions. Please respect your fellow presenters and audience by sticking to these limits. Respect for time constraints ensures that all presenters have a chance to speak equally, and that there is time for audience questions and comments to be heard.

Generally it takes two minutes to read a double spaced page at a speed that most audience members can understand, therefore a twenty minute paper is ten pages. Practice delivering your paper in a conversational tone and time your presentation, remembering that you may add start and end remarks during the session.

We recommend that you prepare your presentation as a full written paper; not only will you be then able to easily modify it to fit into the conference proceedings or another publication, but it will help you hone and develop your argument, thoughts and presentation, and ensure that you are meeting the expected outcomes of the conference themes. Ensure you have any PowerPoint or similar presentation files ready in advance.

When at the conference, make contact with the chair of your session in advance. Ensure that you have provided your presentation as instructed. All presenters should be at their session 15 minutes before the starting time if possible.

Chairs

Session Chairs will be selected from accepted abstracts and conference panel members. Please indicate on your Abstract submission form whether you would be willing to chair a session.

At the conference, Chairs should ensure that they have made contact with their presenters in advance of the session, and arrange that participants meet in their room 15 minutes in advance of the session start time. There should be a student helper available to help with any AV or room queries, but all presenters should have uploaded their presentation in advance and be ready to go. 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.