



## INFORMATION FOR SESSION CHAIRS & PRESENTERS

### Information for Session Chairs

- i. Check the schedules and check that presenters are present in the correct location prior to the session and that the required equipment is ready.
- ii. Make sure presenters download presentations on the computer in their allocated session room prior to the presentation session.
- iii. Introduce the presentation briefly.
- iv. Each presenter is given a maximum of 15 minutes to deliver his/her paper followed by at the most 5 minutes of questions/discussions. To allow time for delegates to move between presentations the session chair should ensure that each presentation finishes inside the allotted 20 minutes.
- v. Remind the presenter three minutes before the end of the allocated delivery time.
- vi. Draw the presentation to a close by thanking the speaker and presenting the allocated conference token and remind audience of the next scheduled presentation in our session.
- vii. Collect one copy of the conference paper and deliver to conference organizers at the end of session.

### Information to Presenters

- i. Download your presentation onto the computer in your allocated room prior to the presentation.
- ii. The maximum time for the oral presentation of each paper is 20 minutes.
- iii. You will be reminded three minutes before the end of the oral presentation to wind up your presentation
- iv. A computer and LCD will be provided in each room for use by presenters.
- v. Ensure a hard copy of your paper is given to conference organizers and an electronic copy of your paper (pdf preferred) is emailed to [prres2015@gmail.com](mailto:prres2015@gmail.com) or [secretariat@rism.org.my](mailto:secretariat@rism.org.my)
- vi. Photocopying your papers. We recommend you bring 15 copies of your paper with you. If you are unable to do this your paper may be photocopied at the Business Centre of the Hotel Istana at a charge.
- vii. All papers presented at the conference will be available at the PRRES web site approximately one month after the conference.

Thank you for your cooperation. Please contact the secretariat at Zamrud Room, BR level if you require any assistance.