



11th IALE World Congress – 2023, Nairobi, Kenya (10th – 15th, July 2023)

Guidelines for Oral Presentations

Plan Your Presentation

- Each session is 90 minutes with 15 minutes per presentation (including Q & A) although this may vary for some organized sessions; check with the session chair.
- There will be 5-6 presenters per session, with an optional discussant.
- Some Hybrid sessions may include virtual presenters via Zoom.

Oral Presentation Structure & Length

A good conference presentation provides a clear and succinct overview of your paper. Consider the time available and the multiple learning styles of attendees (auditory, visual, etc.) to create a valuable presentation.

Prepare visual aids. You may use slides, either in PowerPoint or PDF, as visual aids for their presentation.

- *Font: Use at least 20-point type so that audience members can easily read the print on your slides.*
- *Tables: Do not include large tables in your slides: Summarize your key results rather than presenting large, dense tables.*
- *Bullets: Limit yourself to 3-4 bullets per slide and 10 or fewer words per bullet.*
- *Number: A rough rule of thumb is to prepare no more than one slide for every minute you will be presenting.*
- *Try to avoid the use of acronyms, jargon, and abbreviations:*
- *Consider livening up your slides with graphics and pictures: Graphics can be very effective in capturing the audience's attention and focusing them on the point you want to make.*
- **Contact information:** *Include a slide that you put up at the beginning with your presentation title, name, and contact information.*
- **Important:** *Please proofread and spell check the content of your presentation.*

Presentation Checklist

1. Arrive early for your session:
 - Load your presentation on the laptop, and
 - Don't forget to bring an extra copy of your presentation to the event (on a USB stick or by sending it to your email).
 - If you wish to incorporate videos in your presentation, make sure you check that it works on the computers beforehand.
 - Connect with the other presenters and session chair so that the session may start on time.

2. Give your presentation.
 - End on time.
 - You will be warned by the chair as your time draws to a close (typically 5 minutes, 2 minutes, and stop).
 - It is essential that you end on time to ensure that all participants have the opportunity to present their work and there is time for audience questions and comments.