



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

Guidelines for Panel Presentations

Plan Your Presentation

- Each session is 80 minutes with 4-6 panelists per session and may include introduction and discussants.
- Some Hybrid sessions may include virtual presenters via Zoom.

Panelists Checklist

1. Arrive early for your session:
 - Load your presentation on the laptop (*optional*)
 - Connect with the other presenters and session chair so that the session may start on time.
2. Give your introductory presentation:
 - Be brief, about 5 – 7 minutes.
 - It is very important that you end on time to ensure that all Panelists have the opportunity for their introductory presentation and there is adequate time for audience questions and comments.