



## GUIDELINES FOR ORAL PRESENTATIONS

---

### 1. Selection

Once your abstract has been reviewed, you will receive a Notification of Outcome Email.

If you have not received a notification by 31 January 2020, please contact us at [hesecretariat@tec.mu](mailto:hesecretariat@tec.mu).

### 2. Presentations

Once the National Research Week programme is finalised, you will receive an-email confirming the details of your presentation which will include:

- ❖ Name of Presenter(s)
- ❖ Title of Presentation
- ❖ Discipline
- ❖ Field
- ❖ Date and Time of presentation
- ❖ Venue
- ❖ Session
- ❖ Length of Presentation

If you have not heard from us by 10 March 2020, contact us at [hesecretariat@tec.mu](mailto:hesecretariat@tec.mu).

### 3. Instructions for all speakers

**Once the programme is finalised, no request for change will be considered.**

- ❖ A maximum of 2 presenters/speakers will be allowed per presentation. Please indicate the name(s) of the presenter(s) at the time of online registration, prior to submission of Abstracts.
- ❖ As a courtesy to other presenters, please ensure that you keep to your assigned time slot.

**Tertiary Education Commission**

Phone: (230) 467 8800, Fax: (230) 467 6579



## GUIDELINES FOR ORAL PRESENTATIONS

- ❖ Note that an oral presentation is different from a written presentation; and since you want to transmit as much useful information as possible; preparing your talk requires careful planning. Make sure you leave enough time for the summary and conclusion.
- ❖ Presentations may include Power Point, audio, videos and other digital forms.
- ❖ You will not be allowed to use your own laptop for presentation. You will be provided with a laptop on site. You are accordingly requested to bring your presentation on a USB Memory Stick.

### 4. Time Allocation

- ❖ Each presentation shall be for a total duration of 15 minutes, ie 12 minutes for the oral address and 3 minutes for Questions and Answers.
- ❖ All sessions will be timed and adherence to the time schedule is very important. **If your presentation exceeds the time allowed, the session chair will end your presentation.**
- ❖ Your presentation must be made during the time slot allocated, as printed in the official programme; you will therefore not be allowed to switch times with another speaker.

### 5. Audio Visual

The following Audio Visual equipment will be available in every room:

- ❖ Data projector and projection screen;
- ❖ One presentation computer (PC) with Internet access;
- ❖ Microphone and lectern;
- ❖ Presentation clickers and laser pointer.

Technical support / audio-visual assistance will be available throughout the session.

**Tertiary Education Commission**

Phone: (230) 467 8800, Fax: (230) 467 6579



## GUIDELINES FOR ORAL PRESENTATIONS

---

### **6. Presentation Assessment and Award**

Awards will be given to the best presentation in each discipline for oral presentations. Two to three assessors will evaluate each presentation using a rubric. Award presentation will take place on the last day of the forum.

#### **Contact**

For further details or assistance, please contact the Tertiary Education Commission (TEC).

Email: [hesecretariat@tec.mu](mailto:hesecretariat@tec.mu)

Phone: (230) 467 8800

Fax: (230) 4676579

Website: [www.nationalresearchweek.tec.mu](http://www.nationalresearchweek.tec.mu)

**Note: Please check our website for updates.**

***Tertiary Education Commission***

*Phone: (230) 467 8800, Fax: (230) 467 6579*