



INSTRUCTIONS FOR ORAL PRESENTERS

1. Presentation Schedule

- (a) Please check your presentation schedule online to find the date and time slot allocated to your presentation at the link: <http://www.nationalresearchweek.tec.mu/programme>

2. Submission of your presentation slides to HEC

- (a) Kindly submit your presentation slides (PowerPoint) to the HEC on the email, hsecretariat@tec.mu and copied to oroochund@tec.mu , by Friday 27 March 2020;
- (b) Please note that due to time constraints no presentation slides or changes will be accepted at the event venue. Also, if you intend to load your slides just before your presentation, the time available for your presentation will be shortened accordingly.

3. Arrival at Ravenala Attitude, Balaclava

- (a) Be present at the venue **at least an hour before the start of your session.**
- (b) As soon as you reach the venue, please complete on-site registration procedures and notify the registration team that you are an oral presenter.
- (c) Should you have any query, please liaise with Presentations Coordinator, Ms. Arsha Roopchund (oroochund@tec.mu), who will be providing you the necessary assistance.

4. Presentation Rooms

- (a) During the three days Research week, presentations will be run concurrently in separate Presentation Rooms under the following four fields:
 - Education
 - Arts and Humanities
 - Business, Law and Management
 - Science, Technology and Engineering
- (b) With the assistance of the Presentation Coordination Team , it is your responsibility to ensure that your presentation is uploaded to the correct presentation room.
- (c) The session room is equipped with:
 - Data projector and projection screen;
 - One presentation laptop equipped with Microsoft Office with Internet access;
 - Microphone and lectern;
 - Presentation clickers and laser pointer
- (d) A technical assistant will be present to provide technical assistance.

5. Session Rules

- (a) You should report to your designated presentation room **15 MINUTES** before the start of the session to ensure that your presentation has been uploaded to the laptop available in the session room, except when there are no breaks between sessions.

- (b) Presenting authors have to meet Session Chairs before the session starts at the scheduled session room so that the session chairs can confirm the speakers' names and the paper titles.
- (c) As Oral Presenter, you are expected to remain in the Presentation Room for the duration of the session.

6. Presentation Time

- (a) Each presentation shall be a maximum of 15 minutes that is, 12 minutes for the presentation and 3 minutes for the questions. Speakers are kindly requested to respect the allotted time to ensure a smooth running of the sessions.
- (b) All sessions will be timed and adherence to the time schedule will be strictly enforced. **If your presentation exceeds the time allowed, the session chair will end your presentation.** Time keepers will guide the Session Chairs.
- (c) As a courtesy to audience members and to other presenters, please ensure that your presentation be made during the time slot allocated for your paper as printed in the official programme; you will not be able to switch times with another presenter.

7. Oral no-shows

- (a) Presenters who do not attend their sessions will be categorised as no-shows and their abstract will not be included in the Book of Abstract.

8. Presentation Assessment

- (a) Two assessors will evaluate each presentation using a rubric. Award presentation will take place on the last day of the event.

9. Awards

- (a) Awards will be given to the best presenters in each theme for oral presentation on the last day at the Award Ceremony.

Disclaimer

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Thank you for your understanding and cooperation.

Higher Education Commission

12 February 2020