

AALA 2022 Guidelines for Paper Presentations

Presentation day and time

The Conference Schedule will be uploaded on the conference website by 15 October.

Go to: <https://2022aalaindia.com/wp-content/uploads/2022/10/Tentative-programme-Days-2-3.pdf> to check your presentation date and time.

Facilities

The following equipment will be provided in the presentation rooms:

- ❖ Laptop
- ❖ Projector
- ❖ Projection screen
- ❖ Microphone(s)
- ❖ Speakers

Preparing for your presentation

To avoid problems relating to formatting, we recommend you use default settings and fonts when preparing your presentation slides. If you wish to use your own computer, please notify us in advance to avoid any delays in the conference schedule. Also please keep your adaptor ready in case of using your computer. Send us your presentation to info@2022aalaindia.com with the Subject line: *(your first name) – PPT* during 17-24 October so that we can upload it and have it ready for you. Save your PPT in this format: *your first name - first two or three words of the title of your paper*. For example, if your name is Deepika Sharma and the title of your presentation is 'Creating a learner-friendly assessment scheme at the secondary level', then your file will be named **Deepika-creating a learner-friendly.ppt**.

Free Wi-Fi is accessible in the conference room. However, please note that due to a large number of users, time lags during presentation might occur, especially when audio files are played. Therefore, we recommend that you avoid including online audio files in your presentation. Please let us know if you need any other equipment no later than October 20th so that we may arrange it for you. Staff will be in available to provide any assistance you may need.

Procedure

There will be one moderator in each Hall to coordinate the presentation schedule. Use the breaks or lunch/tea time to load your presentation files onto the laptop or to check if it's already loaded in the respective Hall. An assistant will be available to help you with this and to serve as the time-keeper. To ensure that the conference stays on schedule, please start and finish your session on time. The assistant will take a photo of your presentation and your signature to confirm that you have made the presentation.

The schedule for each presentation is as follows:

- ❖ Duration: 20 minutes in total
- ❖ Presentation: 15 minutes
- ❖ Q & A: 5 minutes

The Moderator will indicate the time at the end of 10 minutes and again at the end of 15 minutes. At the end of 20 minutes, the Moderator will **stop your session** so that the next presenter's schedule is not affected. This is the only way we can ensure that everyone gets their 20 minutes. You will appreciate that the conference schedule is rather tight and we need to keep time at any cost.

Handouts

If you would like to provide handouts to accompany your presentation, please bring them with you. Please note that there will not be any photocopying facilities on site during the conference. Make sure you take into account the time required to distribute the Handout.