Guidelines for Panel Presenters

1. Each presentation should not be more than 10-15 minutes in length. Since time usually goes very fast when one is presenting, it would be best to state your key points or findings at the outset. Keep your introductory remarks very short (not more than 1 minute) and avoid reading every line on your slides.

2. Each presenter may use a PowerPoint presentation. Kindly provide us a copy of your PowerPoint presentation by either:

    -   Sending a us a copy thru email (to icodelpaper@upou.edu.ph). Please use as email subject line the following: **Parallel Session # presentation file.** Please send the presentations files on or before 23 November 2018.

    -   Leaving a copy of the presentation file at the **Presentations Station** which will be located near the Registration Station during the conference.

3. To ensure that you are able to make a complete presentation within the 10 to 15-minute time allotment, do not prepare too many slides. If you spend one minute per slide, then the maximum number of slides for 15 minutes is 15 slides. If there is at least one slide that you need to explain a little bit, then you should have fewer than 15 slides. **Tip:** After you have prepared all of your slides, review each to see how essential it is to your presentation, and then cut out slides that, on review, you find are not so essential. Put key points first in case you run out of time.

4. The session chair/moderator will begin the session on time so please be in the room assigned to your session at the latest 10 minutes before the session start time. Please refer to the program for the room assignments.

5. The open forum for all presenters in a session will be after the last presentation.