

APIRA 2019

Instructions for Presenters, Discussants and Session Chairs

SESSION FORMAT

- Each concurrent session comprises 2 or 3 papers. Each paper is allocated 30 minutes in total:
 - presenter: 20 minutes
 - discussant comments: 5 minutes
 - general discussion and questions: 5 minutes

PRESENTERS

- It is up to you to keep to time so that you benefit from a general discussion of your paper. If you want more discussion time, you are welcome to present for just 15 minutes to allow 10 minutes for general discussion.
- We prefer that you email your presentation to us at events@aut.ac.nz before 5pm on 26th June (NZ time). Please use the email subject header "APIRA presentation file".
- Otherwise, bring your presentation on a USB (flash drive) and upload it onto the computer in your presentation room no later than during the break before your session commences.
- Please refer to the Full APIRA Programme at <http://www.apira2019.org/programme--instructions.html> and label your presentation file using the following format:
PresenterSurname_PresentationDay_ConcurrentSessionNumber (with underscores for spacing)
For example: Yang_Monday_CS3
- A speaker preparation room will be available (room WG517, on Level 5 of the conference venue). It will have two computers. If required, printing will be available at the registration desk.
- Please be at your presentation room at least 5 minutes before the scheduled start time to meet your Chair and Discussant.
- Roaming AV technicians will be onsite to assist with any troubleshooting during sessions (look for their black AUT uniforms). If you have an AV issue, speak to an AV technician or a student volunteer, visit the registration desk, or phone (+64) 021679179 immediately.

DISCUSSANTS

- You have a maximum of 5 minutes to discuss the paper.
- Papers are available on the programme page of the [website](#). Find the session where you are discussing and click on the paper title. The paper will be available as a pdf or word file.
- We discourage the use of Powerpoint slides since your discussion time is short.
- However, if you wish to use a PowerPoint presentation then please:
 - Refer to the instructions on presentation specs, available on the website.
 - Label your discussion file using the following format:
YourSurname_PresentationDay_ConcurrentSessionNumber_Discussant (use underscores for spacing)
For example: Yang_Monday_CS3_Discussant
 - Email your presentation to us at events@aut.ac.nz before 5pm on 26th June (NZ time). Please use the email subject header "APIRA discussant file".
 - Otherwise, bring your presentation on a USB (flash drive) and upload it onto the computer in your presentation room no later than during the break before your session commences.

SESSION CHAIRS

- Please arrive at your session room no less than 5 minutes prior to the start of the session to introduce yourself to the Presenters and Discussants and outline the session format (see above).
- Please ensure that you bring your own timekeeping device.
- Sessions are to commence sharply on time.

- It is vital to keep each paper within its allocated 30-minute timeslot so that each speaker knows when to make their presentation and delegates can move between rooms.
- At the start of each session, please welcome the audience and introduce each speaker with their paper title. Please keep this introduction brief (20-25 seconds at most).
- Please alert a paper presenter at two time-points:
 - 5 minutes before their scheduled completion time, and
 - 1 minute before their presentation time ends.
- Each paper discussant gets 5 minutes. Please give a 1-minute warning before this time ends.
- Each paper has 5 minutes of questions/discussion time. Please ensure this is carefully managed and that the feedback to authors is succinct and constructive.
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