TECHNOLOGY RESEARCH, EDUCATION, AND OPINION (TREO)

Presentations:

TREO papers will be presented in sessions on Thursday 15th "August from 1.00pm to 2.30pm. they will be presented in parallel sessions with 6 papers per session. That means that there are 15 minutes for each TREO presentation. Please follow the following guidelines:

- Please ensure you your presentation does not exceed 15 minutes.
- You should prepare your talk for a maximum of 10 mins, allowing 5 minutes for questions.
- In the event that there are fewer than 6 papers scheduled for the session, please only take 15 minutes for each paper. This means that those wanting to attend papers in different sessions can easily move between those sessions, knowing when they will be presented. So, for example if there were only three papers scheduled, the session will take 45 minutes in total.
- Please have your presentation stored on a USB drive for transfer to the presenting PC.
- All presentations for each session should be uploaded prior to the commencement of the session. Please arrive at 12.45 so that your presentation can be uploaded before the start of the session at 1.00pm.

Session Chairs:

Please observe the following guidelines:

- Make sure all presentations are uploaded before the start of the session (Please arrive at 12.45pm to assist presenters to upload their presentations onto the desktop of the presentation PC).
- Please announce any changes to the program (substitutes or no-shows).
- Please ensure all sessions start on time.
- Allow 30 secs for changeover.
- If there is a missing presentation, please ensure you take time to have a discussion session to fill the time for the missing presentation. That way people coming from other sessions to listen to a specific paper will not miss it.
- Introduce speakers, giving the title of the paper and the author names, wish them luck!
- After 10 mins give a 5 minute warning.
- After 12 mins give a 3-minute warning.
- After 13 mins give a 2-minute warning

- After 15 minutes please close the session and invite the next speaker.
- At the conclusion of the session, thank all the presenters and attendees for attending the session.
- Relax!! …You have earned it!