SOME GUIDELINES FOR THE SESSIONS’ CHAIRS

- Get to the venue early and be audio visually aware (make sure to know where everything is, like pointers, microphones, projectors, and computers. in need of assistance please ask for: Mr Eugenio Bras or Mr. Frankie Mbuyamba)
- Please carefully manage the time.
- Don't let things overrun
- Let the presenters know the rules
- Be prepared to give a short introduction of the theme related to the research session
- Write down the actual start times of the presenters
- Communicate how much time is left to the presenter
- Don't be afraid to move on should there be no more questions from the floor
- Prepare some questions in advance related to the paper being presented
- Keep control of the question and answer sessions

SOME GUIDELINES FOR THE PRESENTERS

- Submit no more than 15 slides of your PowerPoint presentation latest by 31 August 2015 through: atrncongress@ataftax.org
- Each paper is allocated 15 minutes of presentation and approximately 5 minutes for questions