Guidelines for Chairs, Presenters and Discussants

Thank you for considering presenting a paper, chairing a session, or discussing a paper at the annual ATRN Congress in Madagascar. We have assembled some guidelines to help make the process smoother and easier. Please read the relevant section before joining a session in any capacity, and contact us with any questions you may have. In need of any assistance please contact: Mr Eugénio Brás at +27 63 689 3894/+27 81744 0687 or at atrncongress@ataftax.org.

Some guidelines for Chairs

1. Be prepared to give a short introduction of the theme related to the research session.
2. Get to the venue at least 10 minutes before to make sure that you familiarise yourself with all necessary A/V equipment.
3. Be audio visually aware (make sure to know where everything is, like pointers, microphones, projectors, and computers).
4. Begin on time! Do not wait for late arrivals. Please carefully manage the time, so as not to affect the following sessions. A floor manager will assist you in this regard.
5. Meet with the presenters and discussants before your session.
6. 20 minutes will be allocated to each research paper presentation, 10 minutes to the discussant and 30 minutes for Q&As from the audience.
7. Write down the actual start time of presenters and discussants and regularly communicate how much time is left.
8. Manage Q&As from the audience. Audience involvement is a crucial part of each session. Please strictly keep to the allotted Q&A time so that each presenter is treated equitably.
9. Prepare some questions in advance related to the paper being presented and do not hesitate to move on should there be no more questions from the floor.
10. Do not allow any single member of the audience or the panel to monopolize discussion, and encourage a balance in the discussion.
11. Encourage further informal discussion, as time and circumstances allow.
12. At all times insist on collegiality and a tone of respect.
Some guidelines for Discussants

1. Read the papers assigned to you in order to organize your thoughts and prepare comments. **It is preferable to type your comments which will be sent to the author(s).**

2. Do not spend your time simply repeating or reviewing what the authors said in their presentations. During the session you are expected to be a commentator on the paper on issues or substantive points pertaining to it and provide comments that will assist the author in moving his/her research forward.

3. Prepare appropriate analytical and/or critical commentaries on the significance and contribution of the paper.

4. Make comments on the importance and relevance of the topic; quality of the methodologies used; pertinence of the conclusions and policy recommendations as well as the overall impact of the research.

5. If possible, propose other perspectives or alternatives to improve the research paper’s findings or arguments.

6. Keep your comments to a total of **10 minutes**.

7. Remember that this is not an opportunity to show what you know; it is an opportunity to offer constructive criticism with the aim of improving a research paper and to raise provocative questions.

Some guidelines for Presenters

1. Each presenter is allocated **20 minutes only** of presentation.

2. Submit **no more than 15 slides** of your PowerPoint presentation latest by **31 August 2017** through the ATRN website at [https://www.atrnafrica.org/](https://www.atrnafrica.org/)

3. Save your PPT presentation as follows: **ATRN 2017_Session Number.First and last name.**

   **Example:** ATRN2017_Session 1_Jane Doe

4. In preparing your PPT presentation be sure that it can be presented within the allotted time.

5. If your presentation runs longer, you will run the risk of being cut off.
Some thoughts on how to prepare your PowerPoint presentation:

1. Briefly state the problem or topic you will discuss. Use the opening statement to catch the interest and attention of the audience.
2. State the structure and main points of your argument explicitly at the outset.
3. Be clear and concise. Structure your talk around the few points you want the audience to remember, which can be repeated multiple times.
4. **Do not overload slides with text. Font size must be large enough to be read easily.**
5. Balance images and text. Engage your audience with illustrations. *A picture (or graph) is worth a thousand words.*
6. Proofread your PPT, including visuals and numbers.
7. Avoid reading from PowerPoint slides. You will likely bore your audience.
8. Try to avoid a monotone voice.
9. Make eye contact with your audience and engage them.
10. **Monitor your time.** It is recommended to practice your presentation beforehand so that you know you are able to cover everything you wish in your allotted time.