Guidelines for Speakers

Remember

- Present your paper in person at the Conference.
- Conference organizers do not plan remote and pre-recorded presentations.
- Each presentation of a contributed paper should last around 12 minutes but not exceed 15 minutes
- All presentations must be made and held in English and should be around 12 slides but not be more than 15 slides.
- Avoid reading out your slides.
- Focus on key messages to attract the interest of the audience.
- Avoid presenting tables with many cells and difficult to read.
- Use readable type font in the tables and good text/background contrast.
- Use simple sentences, avoid jargon, highly specialized vocabulary, and unfamiliar abbreviations.
- Present just a few important facts on each slide.
- Practice the delivery of your talk several times prior to your presentation along with your slide being sure to fit your talk into the time allocated to you.
- Think about questions you might be asked about your work and be prepared with well-thought-out answers, being mindful of the limited time.
- All lecture rooms are equipped with a screen, projector, laptop, podium with a microphone, remote control for ppt presentations. Technical support will be provided.
- All presentations should be sent by **01 April 2023** to submissions.iaos2023@zamstats.gov.zm. (*Suggested name of the file: Session number_Presentation_Short title of the presentation*)
- The presentations must be in Microsoft Power Point format file (*.ppt or *.pptx) or PDF format. Please ensure your files are PC-compatible.
- For strands 1, 2, 3 and 4 only: Deadline for submission of papers is **01 April 2023** via email submissions.iaos2023@zamstats.gov.zm. (*Suggested name of the file: Session number_Paper_Short title of the paper*)
- For strands 5, 6 and 7: there is no paper submission. There will be no proceedings of the conference.
- In exceptional cases, if you have some changes in your presentation, please bring it on a USB memory stick to the Secretariat **at least 2 hours** before your session starts.
- You should view the programme of the Conference for information about the session you are participating in and be in the lecture room at least 5 minutes before the session starts.

For invited Sessions:

- One session should not have more than 4 panelists.
- You are kindly requested to respect the allotted time to guarantee the smooth running of sessions.
- You should view the programme of the Conference for information about the session you are participating and be in the lecture room at least 5 minutes before the session starts.

- Each session will be led by the Chair who will be in charge of introducing the speakers.
- The Chair will be instructing the session and controlling the time. The speakers will be given a 2-minute reminder as they near the end of their talk. Remember to watch the Chair not to miss relevant signals regarding the control of time.

Technical guidelines for presentations
- Deadline for submission of presentations (in Microsoft PowerPoint or PDF format) is **01 April 2023.**
- The presentations must be in English and should not be more 15 slides.
- The presentations must be in Microsoft Power Point format file (*.ppt or *.pptx) or PDF format. Please ensure your files are PC-compatible.
- The size of the PowerPoint or PDF presentations is limited to 25 MB. Please use the template below.