



## SYMPOSIUM PRESENTER GUIDELINES: WERA FOCAL MEETING, 3-5 AUGUST, TOKYO, JAPAN

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The 2019 WERA Focal meeting is around the corner.

Please be aware of the following information when planning your symposium to ensure that it adheres to the time available during each session:

- Each symposium session is 90 minutes long.
- 10 minutes will be allocated to the Chair at the beginning of the session. The session Chair will introduce each paper.
- 10 minutes will be allocated to the Discussant at the end of the session.
- 10 minutes will be allocated to questions at the end of the session.
- The remainder of the time (60 minutes) should be distributed evenly among presenters (an average of 3-5 presenters per session).
- A tight time schedule should be managed by the Chair of the session.
- All presentation venues are equipped with a projector as well as a computer. However, it is recommended that presenters bring their own computers in the event that their files are not compatible with Japanese PC versions.
- It is recommended that presenters make use of a PowerPoint presentation in order to present their paper. Please save your presentation materials on a USB flash drive and bring it with you to the venue.
- The presenter should prepare an outline of the major points of the paper.
- Highlights may be given covering such points as the purpose of the study, description of the sample, methodology, problems, and major findings, conclusions, or recommendations. The amount of time devoted to each highlight will vary according to the author's evaluation of the importance of each area to the paper.
- Inexperienced extemporaneous speakers are advised to prepare a reading text of approximately 5 to 7 typed pages.
- You should provide any printed copies of your paper and/or PowerPoint handouts yourself.

Please be sure to communicate this information with the presenters of your symposium in preparation for the 2019 WERA Focal meeting. Programme planning is in progress and the programme committee will inform you as to your exact presentation time as soon as available.

If you have additional questions or concerns, please contact the 2019 WERA Focal meeting at [admin@wera2019.co.za](mailto:admin@wera2019.co.za).

Warm regards,

Ingrid Gogolin  
WERA President

Liesel Ebersöhn  
WERA Secretary General