Guidelines for Resource Speakers and Session Chairs

Introduction
The Conference Management Committee would like to thank you for agreeing to serve as one of our Resource Persons at the International Conference on Carabao-based Enterprise Development (IC CBED). High-quality presentations are essential for the success of IC CBED. To help you plan your presentation for IC CBED, please take time to read the following guidelines to help you prepare and deliver your presentation.

The Venue
All Plenary Sessions will be held at the Conference Room. It is equipped with:
- One screen
- One electronic data projector
- One laptop computer
- Lectern
- Microphone

It is important that you:
- Test your presentation under 1024 x 768 resolution, the standard for the projectors at the conference. The projector in the conference hall supports PowerPoint presentations on a 4:3 aspect ratio or standard format.
- Bring a copy of your presentation on a memory stick/thumb drive. Although we take every precaution to ensure files are not corrupted during the file upload, it is always recommended that you backup your files.
- Test your presentation on the provided equipment in advance (e.g., the day before your presentation or early during lunch/coffee breaks).
- If your presentation contains embedded videos, requires sound or has any other audio or visual requirement, please notify the Conference Management Team in advance. There will be an IT Specialist inside the Conference Hall to assist you if you have any difficulties.
- There will be no time extensions for your talk if you encounter technical difficulties.

Important Note to Mac Users: Bring any special adapter you may need (e.g., to hook up your Mac or iPad) if you decide to bring and use your own laptop for your presentation. There will be a VGA adapter but we strongly advise you to bring your own VGA projector adapter, specifically Mac Mini DisplayPort to VGA Adapter.

Preparing for your Session
There will be four thematic sessions at the Conference. Each session will have a chair and two to three resource speakers. Speakers are invited to present key papers related to the session topics. Prior to your assigned session, the Conference Secretariat will request for the final copy of your presentation, and a designated laptop will be used to project the slides.
Attire
Speakers and Chairs are strongly encouraged to wear business attire during presentations.

Meeting your Session Chair
Each session has a chair coordinating the session and introducing you to the audience. Check the IC CBED final program for the name of your session chair. Please make sure you:
- Meet your session chair at least 15 minutes before the beginning of your session so s/he will know who you are.
- We shall provide the Session Chair with your brief biographical sketch that may be used to introduce you.

Speakers’ Guide
Each presentation is allowed a maximum of 30 minutes. As Session Speaker, we request that you provide a professional quality presentation on the agreed upon topic. Make sure your slides are readable. In general, nothing below 18pt type is going to be readable to anyone not in the first few rows. We advise minimum font size of 24pt, and far larger than this is even better.

During the Talks and Presentations of the Speakers
As a resource speaker, you are encouraged to present clearly in English, taking into consideration the diversity of the audience from the ASEAN and non-ASEAN regions. The use of a PowerPoint Presentation is also encouraged to reinforce your message. Please wait for the Session Chair to invite resource speakers to give their presentations. Your session chair will manage the talks in the session and is responsible for keeping speakers on track: don’t feel upset if s/he gently reminds about your time limit.

After the Presentations
After all resource speakers have presented, they will then be invited to an open forum/Q&A to address the queries and concerns raised by the audience.

At the End of the Entire Session
The Session Chair will briefly summarize the entire session by giving key messages from each of the presentations, as well as the important points highlighted in the open forum.

Dissemination of the Presentation Materials
After all the presentations have been delivered, the Conference secretariat will compile all the presentation materials and send them, in PDF format, to all Conference participants through e-mail and/or by saving copies in thumb drives.

Thank you for your cooperation and we look forward to listening to your presentations at the IC CBED!