

## GUIDELINES FOR PRESENTATIONS

### Evaluation for Transformative Change

*Bringing experiences of the Global South to the Global North*

#### 2019 IDEAS Global Assembly & Third International Conference on Evaluating Environment and Development

##### *Oral presentations:*

1. **For the selected work to be part of the programme**, participants must register through the conference website (<https://2019.global-assembly.org/registration-2/>) before 1 September. Registrations not concluded by this date will indicate to the organizers that the proponents no longer wish to present the selected work.
2. **90 minutes are reserved for each session**. 30 minutes of each session are reserved for discussion and the remaining 60 minutes are divided between the presenters. For instance, if the session is a series of presentations with four presenters, each will be allowed 15 minutes to deliver his/her talk. If the session is a round table or a panel with three components, each presenter will be allowed 20 minutes to deliver the work. Please keep in mind, for presenters of the Third International Conference, that each selected abstract will be a presentation as part of a panel.
  - I. **Presentations that propose to include more than one presenter** will not have the allocated time increased.
  - II. **Innovative formats** like Campfire will be allocated 45 minutes each and will be combined in a 90 minutes session overall.
  - III. **Panels and Roundtables** are typically composed of three to five participants. Two participants do not make a panel session or a round-table session. More than five participants will hinder the interaction with the audience. Please, compose your sessions accordingly and submit to the organizing committee your final arrangements to be displayed in the programme.
3. **The allocation of time will be overseen by the chair** of each session, who has the right to interrupt a presenter to guarantee that all participants of the session get a fair chance to deliver their work.
4. **Presentation resources:** All resources for the presentation – like pptx slides, handouts, etc - are of responsibility of the presenters.
5. **If you are presenting a poster:** a poster session is foreseen in the programme of the conference, to occur on Wednesday 2 October 2019.

##### *How to build your poster:*

- a. **Poster size:** 85 x 200 cm
- b. **Poster characteristics:** Roll-up banners. Examples of roll-up banners can be found at <https://www.solopress.com/roller-banners/> or <https://www.vistaprint.co.uk/signs-posters/roller-banners>.
  - **Attention:** there will be no possibility of fixing the posters with scotch tape or similar resources on walls or boards. Bring the indicated format for adequate display of your work
- c. **Who prepares and brings the poster to the Conference:** the author(s)
- d. **Who fixes the poster at the appropriate space:** the organizers
- e. **When the posters should be delivered to the Conference organizers:** on Wednesday morning, the first day of the Conference, until 10AM at the most.