Oral Presentations – General Etiquette

1. Arrive just before your allocated time slot.
2. Set up quickly and be able to begin ON TIME – a Room Host will introduce you to the attendees and will be there to assist you throughout your presentation.
3. During your presentation, the Room Host will give you a signal 5 MINUTES before the end of your allotted time. Please do not overrun the allocated time for your presentation.
4. Leave the room quickly following the presentation to allow the next presenter to set up. If attendees wish to discuss things with you, you can move to an outside area to do this.
5. The allocated time for presenters is 20 minutes: 15 minutes for the presentation and 5 minutes for questions and answers. If you use more time for the presentation, you will lose time for questions and answers.
6. **ALL PRESENTATIONS MUST START AND FINISH WITHIN THE ALLOCATED TIME.**

We thank you for your understanding and support in helping us to run the conference in an efficient manner.

If you have any requests before the conference date, please contact the conference email as much in advance as possible: usrc.info@uaeu.ac.ae

For any problems on the day, your Room Host will be available to support you during your presentation time. The conference organisers will not be responding to emails on that day so please call the following for assistance:

Paul Morley: 050 1372186

Hiba Ibrahim: 0566419700

Athba Alsabousi: 037134750