INSTRUCTIONS FOR PRESENTERS

Introduction

1.   The Galle Dialogue secretariat thank you for your willingness to present your research findings at the Galle Dialogue International Maritime Conference 2019, as a speaker.

2.   The session moderator will introduce you to the audience before you present the paper at the conference. You are given 20 minutes to present your paper and the presentation on MS Power Point based on the English language. In an event of use of an interpreter timeline may be adjusted with extra 5 minutes whilst all encouragement is to confine to English language due to the convenience in all aspects.

Presenting the Paper

3.   It is important that the speaker to present the paper within the allotted time frame.

4.   The moderator will indicate 10 minute and 2 minute caution and time over signal to the speaker. A Green, Yellow and Red light will appear at the podium to indicate 10 minute and 2 minute caution and time over signal respectively.

Caution	Light Indication
10 Minutes	Green
02 Minutes	Yellow
Time over	Red

5.   **Questions and Answers**.   Q & A will take the form for an interactive session under a moderator at the end of the session. Once the moderator selects a participant to raise the question by clicking the name of the selected participant on his screen, the selected participant's image, name and the designation will appear on the main screen allowing him to raise the question. Once the question is asked, the moderator will direct the question to the relevant speaker.

6.   You are kindly requested to submit your presentation to the conference administration through your nominated liaison officer in advance, in order to upload the same to the system. All the presentations of the speakers will be kept ready before commencing the session and if you wish to get the assistance of the administration, it is kindly requested to inform your requirement to the conference administration through your liaison officer.

7.   All the papers delivered at the conference will be compiled into a book and handed over to each participant at the end of the last session of the conference.