



GUIDELINES FOR PRESENTERS AND SESSION CHAIRS

The World Mountain Forum 2016 (WMF 2016) will present an opportunity for mountain stakeholders to share lessons and experiences on past activities in Sustainable Mountain Development (SMD) and to discuss challenges and opportunities for SMD in the future; referring to the recommendations from the last WMF 2014 and conclusions of on-going international policy processes including climate change negotiations and new sustainable development goals (SDGs).

The forum's outcomes are expected to inform the implementation of SDGs and guide interventions in mountain areas at local, national and international levels. Furthermore, the WMF 2016 will offer an opportunity for mountain countries to discuss how to effectively implement the decisions from climate change negotiations and the post-2015 agenda for Sustainable Mountain Development.

To achieve this goal, a rich blend of oral and poster presentations as well as other activities including a field visit in different localities of Mount Elgon landscape have been identified.

Oral presentations for each of the 4 themes of the forum (mountains and climate change, mountain communities and livelihoods, mountain ecosystem services and sustainable mountain agriculture) have been selected in a such a way that a keynote speech will set the scene and present key issues to be discussed about during the session, then two technical papers will present case studies that highlight the importance of some of the issues at hand. This will be followed by a panel discussion where different experts will emit ideas on what can be done to address the issues raised.

In addition to the oral presentations, a number of papers has been selected for each theme to be presented as posters. These were selected from the abstracts that were received during the registration process. The rationale was that all abstracts which could not be granted a spot for oral presentation but still represented an added value to the overall objective of the forum and the issues being discussed will be presented as posters.

In this vein, this document outlines the guidelines to be followed by both the oral and poster presenters during the forum as well some notes to guide session chairs to better steer the proceedings of the session towards the aspired outcomes.

ORAL PRESENTATIONS

Presenters who will speak during the forum have been selected following the relevance of the abstracts they have submitted as well as the experience and prior involvement of the authors in SMD.

The organizers expect the paper presentations to be thought-provoking and ignite discussions during which recommendations will be drawn to guide the SMD agenda and its integration with the overall post-2015 development agenda.

In that regard, the following guiding principles have been developed to ensure the presentations are prepared and delivered in a way to incite such a discussion and sharing as it is the goal of the forum.

1. Content organization

In general, any presenter has to make sure the audience walks away understanding the five things any listener to a presentation really cares about: 1) what is the problem and why it is important, 2) what has been done about it, 3) what the presenter is doing (or has done) about it, 4) what additional value does the presenter's approach provide, and 5) what are the recommendations to go forward.

The audience of the WMF 2016 will be very diverse in terms of their backgrounds and level of operation. The event will be attended by members of academia (researchers) but also policy makers, members of the civil society, private sector and local communities. Some attendants operate at international level such as those working with intergovernmental organizations or international non-profits while others operate at national level such as those representing governments. Local communities will also be represented by members of some mountain community groups as well as local leaders from some mountain areas both in Africa and beyond. In that regard, your presentation material should be put in a context that the audience can relate to and, to achieve this, a very fine balance needs to be stricken between giving general scope but also not forgetting examples from local contexts as well as giving enough technical details without overwhelming the non-academic audience with scientific jargon.

In case the time allocated to you is not enough to exhaust all about your work, please give references and a way to contact you so those interested in the theoretical details can follow up.

Apart from the above-mentioned general recommendations for an oral presentation, presenters during the WMF 2016 will specifically need to highlight the three pillars that underpin the goal of the forum: ***Knowledge sharing and capacity building, promotion of policy dialogue and catalysing on-ground actions.***

In that regards, you will need to prepare your presentation in a such a way that these elements feature prominently in your message. A presentation template has been prepared to guide you through the preparation of your presentation slides.

2. Size and format

Both abstract-based and non-abstract-based presenters (paper presenters and keynote speakers) will have limited time to fit their talk in the general conference agenda (refer to the event agenda posted on the event's website). In that regard, the following recommendations have been developed to help you get your message across in a succinct and yet comprehensive and effective way:

- **Timing**

For oral presenters and session chairs, please stick to the time allocated. For keynote presentation, 30 minutes have been allocated, including 20 minutes for presentation and 10 minutes for questions and discussion, while for paper presentations, 20 minutes have been allocated per paper, including 15 minutes at maximum for presentation and 5 minutes for questions and discussion.

- **Simplicity**

The fact that you can include all kinds of cute decorations, artistic effects, and logos does not mean that you should. Fancy designs or colour shifts can make the important material hard to read. Less is more.

- **Use of graphics, audio, videos and animations**

"A picture is worth a thousand words". This remains true for any kind of image or graphical element you may choose to use in your slides. Your creativity reigns here. You may find good photos that show your work, draw diagrams that chart out what you are trying to explain, create infographics that talk on your behalf, present graphs that summarize your results tables, etc.

The key point here is to guide your audience through the talk with meaningful visuals that keep them engaged and focused and arrange these elements in a logical way that leads them to your conclusions and recommendations

The use of audio and video elements as well as animations in the presentation is cautiously advised. You will need to keep them balanced so that you, as the presenter, remain the central piece of the session and therefore they shouldn't side-track the audience away from you.

- **Legibility**

- Use at least a 24-point font so everyone in the room can read your material. Illegible material is worse than useless - it inspires a negative attitude by the audience to your work and, ultimately, to you.
- Try to limit the material to eight lines per slide, and keep the number of words to a minimum. Summarize the main points - don't include every detail of what you plan to say. Keep it simple.
- Limit the tables to four rows/columns for readability. Sacrifice content for legibility. Many large tables can be displayed more effectively as graphs.
- Don't put a lot of curves in a single graph and label your graphs clearly with big, readable type.
- Use easily read fonts. Simple fonts like Sans Serif typefaces (fonts that do not have the small projecting features called "serifs" at the end of strokes) are easier to read than fancier ones like Times Roman. Don't use italic fonts unless you are labelling a diagram or the like.
- Light letters (yellow or white) on a dark background (e.g., dark blue) often will be easier to read when the material is displayed on LCD projectors.
- Don't fill up the slide - the peripheral material may not make it onto the display screen - especially the material on the bottom of a portrait-oriented slide.

3. Design and branding

a) Use of WMF logos and wordmarks

It is very encouraged to use the WMF logo on your slides. Apart from the logo, other WMF branding elements such as header and footer taglines are encouraged to be used by the presenters.

b) Use of WMF colours

The main World Mountain Forum's colour is azure blue which depicts the connection between mountains and water as they constitute major water towers in many regions of the world. In that regard, presenters are encouraged to use this colour when branding their slides.

4. Technical specifications

a) Presentation software

The laptop that will be used for presentations is a Windows-based PC with Office 2016 installed on it. In that regard, it is recommended that slides be prepared in Power Point and using fonts that are found on a standard Windows machine.

Please note that Prezi is not supported. If you are using it, you will need to notify the organizers' communications team before, in order to find an arrangement for your presentation. This could be in form of allowing you to use your laptop if proper connection cables are available or finding another laptop to use where Prezi is installed.

b) Movies and video files & data formats

If your presentation contains links to video files, it is imperative that you upload not only your PowerPoint file, but also your video files to the presentation laptop. Most video files types (e.g. .MP4, MPEG, .WMV, .AVI, etc.) are accepted. All videos linked to PowerPoint slides must be tested and checked in advance on a Windows computer to be sure they will work properly (please check the section on the Speakers Ready Room).

Place all audio and movie files linked with the presentation into a single folder (e.g. when transferring the presentation from your hard disk to removable drives such as USB sticks or when uploading it). Do not use any passwords or encryption for your files.

c) Flash-animations and Macros

Judicious use of animations can enliven an otherwise dull presentation. If you plan to animate various components in your presentation (slide titles, graphic elements, bulleted text, etc), try to be as consistent as possible. Flash-animations are not supported and you should not use Macros within your presentation.

5. Delivery tips

Don't deliver a 30-minute talk in 15 minutes. Nothing irritates an audience more than a rushed presentation. Your objective is to engage the audience and have them understand your message. Don't flood them with more than they can absorb and digest. This means:

- Present only as much material as can reasonably fit into the time period allotted. Generally, that means 1 slide per minute or less.
- Balance the amount of material you present with a reasonable pace of presentation. If you feel rushed when you practice, then you have too much material. Budget your time to take a minute or two less than your maximum allotment. Again, less is more.
- Talk at a pace that everybody in the audience can understand. Speak slowly, clearly, and loudly, especially if your English/French is heavily accented
- Practice and/or ask a colleague to judge your presentation, delivery, clarity of language, and use of time.

You will control/advance the slides during your presentation. **Note:** Wireless remote pointers are provided during the presentation. When presenting, do not read from the slide, but explain it. Address the audience when you are speaking. Try not to look down at your presentation, keep an eye contact with the audience and use body language at the maximum. You might also want to involve the audience by asking questions; this is a great way to keep the audience interested and engaged.

6. Speaker Ready Room

The organizers have arranged a booth at the site to allow presenters to view their presentations and to obtain any technical support they might require prior to their scheduled sessions. It is imperative that you review your presentation in the Speaker Ready Room if it was created on a Macintosh computer because some of the fonts might not be available on the windows-based laptop that will be used for presenting.

The importance of this prior preview of your presentation cannot be overemphasized. You will look embarrassed if symbols and Greek letters that looked OK in a WORD document didn't translate into anything readable in PowerPoint - and it happens!

7. Session Recording

Presentations in session rooms will be recorded. If the presenter has given consent, the recordings will be published on the online conference website and on YouTube. The consent will be in a form of an email that will be sent to all presenters after the event asking presenters to confirm whether they accept their recording to be made public. Failure to respond to this email within stipulated time will imply consent nonetheless.

POSTERS PRESENTATIONS

Since posters will complement and enrich the message that each theme will be trying to vehicle, the following guidelines have been developed to help in their preparation as well as their presentation.

1. Content

- **Link to the theme of interest:** Each poster has been selected given the relevance of the abstract submitted in relation to the indicated theme of interest. In that regard, the presenters should carefully examine the concept of theme of interest (to be found on the forum's website) and link the content of the poster with the questions the theme has posed and the key messages that the theme will be trying to vehicle.

Also, the theme of interest of each poster should feature prominently in the header of the poster under the main title.

- **Tone of the message:** The World Mountain Forum is a platform for all stakeholders to come together and discuss on important issues pertaining to SMD and device solutions that aim at integrating SMD into general development agenda. As such, the following three pillars always underpin the activities of the forum. These are: 1) ***Knowledge sharing and capacity building***, 2) ***promotion of policy dialogue*** and 3) ***catalysing on-ground actions***. In that regard, the message of the poster should be balanced around these elements and the recommendations given should reflect these three levels of solutions to be brought to SMD issues.

2. Layout

- **Size:** The organizers are expecting around 20 posters being presented during the forum. Given the space available at the venue, the size of each poster should not be more than A1 (59.4 x 84.1cm). Self-standing roller (pull-up) banners will also be accepted and their sizes are normally 85cm x 200cm.
- **Illustrations:** We encourage presenters to extensively use figures that depict the issues they want to present and the messages they want to vehicle. These figures can be in the form of photos, diagrams, charts and graphs. This will help participants grasp the message easily if it presented visually rather than trolling long texts and data tables.

3. Design and branding

- **Use of WMF logos:** it is very encouraged to use the world mountain forum logo and its high-resolution version can be found on the forum's website under the gallery section. Apart from the logo, other WMF branding materials such as header and footer banners can be found under the same section of the forum's website
- **Use of WMF colours:** The main World Mountain Forum's colour is azure blue which depicts the connection between mountains and water as they constitute major water towers in many regions of the world. In that regard, poster presenters are encouraged to use this colour when branding their posters.

For texts, avoid colour-on-colour, especially bright colours. Keep backgrounds simple; if you want to use a photo as a background, then use a mask to make it very light and unobtrusive so your text is still readable. Choose a simple colour scheme with only 2-3 blending colours. Change colours on your graphs and figures so they complement the background colour. As a general rule of thumb, dark text on a light background is easiest to read. If you have a very dark background, use large, bold white text. Be very careful about this option because the text will look much less defined in the printed version than when viewed on a computer.

- **Fonts:** Typography is an important element of any graphic design artwork. Text on the posters should be minimal and legible. The choice of fonts is left at the discretion of the presenters as long as they are large enough to be read from a distance of 10-15 feet. The captions of the figures should be readable too, at least from a distance of 2 metres.

4. Submission and presentation

- All presenters are requested to share a soft-copy of their posters with the organizers so that they can be displayed on the forum's website under the gallery section. These copies should be sent to the secretariat one week before the on-set of the event. Please send these to the address mountains@arcosnetwork.org with a copy to Faustin Gashakamba (fgashakamba@arcosnetwork.org)
- When at the venue, poster presenters should get in touch with the organizers' exhibition team (composed of Faustin Gashakamba, Gilbert Muvunankiko and Joel Wako) so they can be helped to hang their posters. Appropriate materials including hanging walls and glue scotches will be available for that task.

NOTE FOR SESSION CHAIRS

1. Role of a Session Chair

The WMF 2016 will mainly consist of a total of 5 sessions namely 4 technical/thematic sessions where topical discussions will be held on the different themes of the forum and one high-level segment session where the outcomes from the four thematic sessions will be shared in plenary

The role as a session chair is key to a successful session. As such, proper execution of this role is pivotal to having strong and actionable recommendations from the thematic discussions that will be held therein. Like a master of ceremonies or 'anchor person', the job of the session chair is to guide the session to achieve its intended purpose in the time available.

The session chair will be responsible of introducing each speaker and giving overview of what the talk is about. After each talk, the session chair will moderate a short question-answer interlude and ensure that all outstanding requests for clarifications and comments are addressed before moving on to the next talk.

After the technical presentations, the session chair will introduce the panellists and identify a set of issues highlighted from the previous presentations and ask the panellists to give share their experiences, give their opinion or express their view on these issues. The panellists' short statements will be followed by comments from the audience and the session chair will guide this discussion so as to arrive to meaningful recommendations that would be presented to the high-level segment for resolutions. Please ensure that your final conclusions are structured into the three pillars of the Forum: 1) ***Knowledge sharing and capacity building***, 2) ***promotion of policy dialogue*** and 3) ***catalysing on-ground actions***.

2. Preparation before the session

Each theme has a chair and a number of people who worked together to select the speakers and fix the agenda of the session. The members of this group will be present during the session and will play a not-so-prominent role during the proceeding of the session but which will nevertheless be crucial to a successful session.

In that regard, to better coordinate this group and foster for a smooth running of the session, the session chair should ensure these points are followed:

- Make contact with thematic group members and agree on respective roles during the session;
- Receive the profiles of the speakers and familiarize with their backgrounds and respective work;
- Familiarize yourself with the presentation topic(s) or abstracts before the session;
- Make contact with the speakers prior to the session and review their presentation and speaking notes beforehand so that you have an idea of what they will present;
- Prepare questions that will stimulate audience participation and interaction during the moderated discussion.

NB: A special session for all Theme Leaders/Chairs is scheduled on Monday 17th October 2016 after the cocktail and welcome drinks from 19:00 to 20:00. Another session may be planned as necessary.

3. Responsibilities during the session

The session chair is the run-the-show man during this session period. S/he must ensure the talks and discussions are run as smoothly as possible. S/he must guide the discussions so that interventions don't go too astray and ensure everything builds up to a conclusive set of way forward about the main issues that have been identified for the theme. To achieve this, a set of recommendations have been formulated:

- Open the session and introduce the speakers. Ask speakers how they would like you to be introduced since a personal touch is often welcome;
- Manage the timing during the session and stop the speakers if they run over their time. **Note:** A presentation timer will be available in the room;
- Facilitate dialogue and promote respectful and productive interaction;
- Manage audience contributions, questions and answers during the moderated discussion. As a session chair your own speaking time is limited. Please make sure you give space to presenters and audience;

- Encourage forward thinking: link points made by speakers or other contributors; bring in different perspectives; manage conflicting viewpoints; note where there is agreement, common ground or disagreement; sum up key ideas and proposals for action and next steps;
- Please thank speakers and delegates at the end of the session;

4. Overall note about the logistics during the sessions

The organizers team has worked hard to ensure that the sessions of the WMF 2016 will be conducted in an environment that is conducive to fruitful discussions and enough logistical arrangement have been put in place to facilitate the flow of the proceedings that will take place during the event.

The following are some of the arrangements that session chairs should take note of:

- A communication team composed of at least 4 people from each continent will be at the disposal of the session chair to support the capture of minutes and highlights from the discussions
- An **IISD** reporting team has been hired to summarize the highlights of each session and the team will be producing daily notes that can be consulted for the compilation of the overall presentation to the high-level segment
- A simultaneous interpretation team and appropriate equipment will be available during the sessions. In that regard, presentations and other interventions will be able to be given in English or French. However, it is expected the main language used by many participants is English and it is therefore preferable for the chairing and session moderation to be done in English
- At least 2 internet-enabled LCD screens will be in the sessions room and participants will be able to give their interventions using the Twitter hashtag **#WMF_2016**, the same tweets will be displayed on the screens in real time.