

Most oral presentations are 15-20 minutes long. Session chairs should inform presenters about the session type and the length of presentations. Since time is limited, scholars should not plan to read their papers in full. Instead, presenters are encouraged to discuss their work using an outline and describe it. The goal is to inspire audience members to either seek out a copy to read or engage in a discussion with the presenter after the session.

Papers accepted for presentation at the 2024 AUA conference are only accepted for presentation by their authors. If the authors are unable to attend, AUA's policy is that the papers will not be presented. We do not allow papers to be presented by anyone who is not the author.

GUIDELINES FOR CHAIRS

During the conference, the chair is responsible for facilitating the session, which involves introducing the panel and individual presenters. A crucial aspect of the chair's role is to keep track of time. Allowing presenters or the discussant to exceed their allotted time is disrespectful to other presenters and the audience as it reduces the time available for Q&A. Furthermore, during the Q&A, the chair should also facilitate the discussion.

Chairs should try to maintain a speakers' list during the Q&A, if possible. While allowing some open discussion is beneficial, it is important to ensure that various points are addressed during the session. Attendees can engage in further conversations after the session.

GUIDELINES FOR DISCUSSANTS

Before entering the breakout room session, the discussant should thoroughly review all the papers or abstracts. They should take note of key points, strengths, and areas for improvement in each presentation or paper. During the session, the discussant should provide specific, constructive feedback for each presentation, highlighting commendable aspects and offering detailed suggestions for improvement.

Discussants will speak briefly after all the presenters. During their allotted 5-10 minutes, they should critically engage with the presented papers and, if possible, connect them through the session's theme. The discussant should provide constructive feedback to presenters and raise questions for exploration during the Q&A.

GUIDELINES FOR PRESENTERS

Oral presentation

Your allocated time for the presentation is 20 minutes, followed by a 10 minutes Q&A session. Please submit your slides to aua2024@chula.ac.th by May 20, 2024. The slides will be shared with the session moderator in advance, in order to foster active discussions in sessions. On the conference day, you are also requested to bring your presentation slides in pdf file on a USB drive or other portable storage.

If a presenter wants to read from a short presentation script, here are some rough guidelines:

- Presenters should also remember to look up every so often to make eye contact with the audience, especially with the session chair who will be giving time signals during the presenter's allotted time.
- Going over the time limit only prevents further discussion, cuts into the session's time, and is disrespectful to the other presenters and the audience.
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- Presenters should ensure that technology is set up within the presentation time limit or before the session begins.

Poster presentation

An effective poster presentation serves to promote scholars' work and stimulate scholarly discussion. It should concisely present the research and provide contact information. The poster should be easy to read and facilitate discussion.

A poster should take around 5 minutes to read. Keep the text limited and use clear, simplified language. Utilize visuals like photos, charts, graphs, and tables whenever possible. Ensure that the font is large enough to be legible. Posters should include key components of an article, such as abstract, introduction (including objectives & hypotheses), methodology, results, conclusion, and contact information.

A Poster dimensions should not exceed A0 paper size (84.1 cm x 118.9 cm). Please bring your printed poster to the Secretariat Room at Faculty of Architecture, Chulalongkorn University on May 25, 11.00. If you would like us to print your poster, please send the poster file to aia2024@chula.ac.th by May 20, 2024.