

**8th International Management and Accounting Conference (IMAC8)**

**28 – 29 SEPTEMBER 2016**

**ADYA HOTEL, PULAU LANGKAWI, MALAYSIA**

**NOTES FOR PRESENTERS**

The followings are guidelines for the presentation sessions :

1. Please be at the scheduled venue of presentation 5-10 minutes before the session begins. Introduce yourself and identify your paper title to the Session Chair. Please be alert with the time limits that apply and the method that will be used by the Session Chair to alert presenters of time limits during the actual presentation.
2. Each room will be equipped with a laptop and an LCD projector to assist with the presentation. Kindly upload your presentation materials before the session begins. You are encouraged (but not required) to bring hardcopies of your paper to be distributed to the audience. Abstracts of the papers are made available in the IMAC8 program book.
3. Prior to each presentation, the Session Chair will announce the title of paper, and introduce the presenter to the audience.
4. During presentation, please make sure you adhere to the time limits. Each presenter has 12-18 minutes including questions and answer session.
5. Once presentations are complete the Session Chair may use the remainder of the time for informal discussion with the presenters and audience. You may want to use this opportunity to further discuss your research with the audience.
6. Certificate of presentation will be distributed by the Session Chair at the end of each session.