



**The 2023 Asia-Pacific Association for Teacher Education Annual
Conference: Connecting Multiculturalism, Sustainability, and Teacher
Education**

**Scholarly Individual Paper Presentation
Guidelines for Session Moderators**

Prior to the Session

- It is recommended that presenters and the moderator meet during the break before each session at the assigned venue to introduce themselves.
- Please invite presenters to sit in the front row to ensure a smooth handover.
- Please ensure that all setups for PowerPoint files (or likewise) of presenters should be completed before the start of each session.

Introduction

- At the beginning of each session, the moderator should introduce for the session (“Scholarly Individual Paper Presentation, Forum 1/2/3...”) and the individual presenters. This may include their affiliations, nationality, or research interests. The introduction should last for **less than 5 minutes**.
- Information of the presenters can be found in the conference handbook.

Presentation

- Each presentation should last for **less than 15 minutes**. The moderator should ensure that presenters adhere to the time limit.
- Staff will be assigned to notify presenters for the remaining time. A first board sign will be shown when there are 3 minutes left, and a second one when there is 1 minute left.
- The moderator of each session will give an introduction, as well as announcing the rules for his/her particular session.

Discussion

- After all of the presentations, the moderator will host the discussion. The discussion should last for around **15 minutes**.



Certificates

- After each session, the moderator should present the certificates to presenters. The certificates will be prepared by staff before the session commences.
- The overall rundown of the session is as follows:

1. **Introduction:** 5 minutes
2. **Presentations:** 15 minutes each
3. **Discussion:** 15 minutes
4. **Certificate Presentation**