

Presentation Presenter Guide

Presentation sessions group 1–4 individually submitted presentations/papers into a concurrent session, organized by ILA around shared themes, streams, and keywords. Presenters typically use slides as part of their delivery.



SESSION FORMAT AT A GLANCE

12-13 min.

per presentation; (3-4 presentations per sessions)

Q&A

collective, after all talks, not after each one

1 Chair

ILA-selected volunteer moderates and keeps time

SPECIAL TIMING CASES

Special Timing Cases

- The Jablin Award presentation is a double session and receives 24–26 minutes.
- If your session has fewer than 3 presentations, we recommend splitting the time evenly between the presentations.

HOW YOUR SESSION WILL BE GROUPED

Presentations/Papers are submitted individually and are grouped by ILA based on streams, keywords, titles, and short descriptions. ILA values cross-sector, cross-disciplinary dialogue, so groupings may intentionally bridge theory and practice. **You may find the connection to other presentations in your session is loose, and that's okay.** The overall session title will be set by ILA but can be modified if all presenters in the group agree.

BEFORE THE SESSION

What to prepare and bring

- **If your presentation has multiple presenters**, coordinate in advance on how to divide the 12–13 minutes.
- **Bring your presentation on a USB drive.** If you plan to use slides, do not rely on a cloud drive or online storage. Download issues during a session are stressful for everyone.
- **Arrive 5–10 minutes early** to load your file onto the provided laptop, get settled, and connect with the chair and your fellow presenters.
- **Upload your slides or other resources** for attendees in the Whova app after the speaker center opens (optional).

HOW THE SESSION RUNS

- 10 min • **Arrive & Load**
Get to your room early, load your file, and meet your chair and co-presenters. The chair will confirm the running order.
- Start • **Presentations in App Order**
Presentations run in the order listed in the App — this helps attendees who are coming for a specific talk. The chair will introduce each presenter by name and title.
- During • **Watch for Time Signals**
The chair will give a 2-minute warning and a “time’s up” signal. If you’ve run over, the chair will politely step in to protect everyone’s time.
- End • **Collective Q&A**
After all presentations are done, the chair opens a group Q&A. Holding questions until the end lets attendees ask across multiple presentations and creates richer dialogue.

TIPS FOR A STRONG 12-13 MINUTE TALK

Clear Takeaways

12 minutes goes by quickly. Decide on the most important point you want your audience to leave with and build toward it.

Practice to Time

Most people run long if they haven’t timed themselves out loud. Do a full run-through with a timer. If you’re consistently hitting 15 minutes, cut; don’t plan to speak faster on the day.

Slides That Support

Slides should add to what you're saying, not repeat it. Keep text minimal and visuals purposeful. If you're reading from your slides, your audience is too and they read faster than you talk.

Hook Them Early

Open with something that draws people in such as a provocative question, a surprising finding, or a short story. Don't spend your first two minutes on background.

Know Your Audience

ILA attendees span across leaders, researchers, educators, development professionals, coaches, students and more!

While stream tags and self-selection may lead to a more homogeneous group in your room, you may wish to lead with real-world stakes before methodology and define any jargon that's discipline specific.

Leave Something for Q&A

The collective Q&A is where cross-pollination happens. Consider ending your talk with a question or provocation that invites dialogue.

