



regard

rebuilding after displacement

13th - 14th December 2021

International Symposium on REBUILDING COMMUNITIES AFTER DISPLACEMENT

International Symposium on Rebuilding Communities after Displacement
(RCFD 2021) 13th - 14th December 2021

Guidelines for Speakers and Presenters

1. Technical Programme

The technical programme is organised into a series of parallel sessions linked to the symposium themes. The sessions are designed to provide an opportunity for each speaker to present his/her research and/or practice contribution within 15 minutes while also providing time for an interactive discussion chaired by a nominated chairperson and a co-chair. In order for the technical sessions to run smoothly, it is important that all speakers and chairpersons adhere to the following guidelines. A copy of the technical programme is available to download from the symposium website at:

<http://regardproject.com/portal/media/attachments/2021/12/02/regard-symposium-technical-sessions-v42.pdf>

2. Conference Registration

There is no delegate fee to attend the conference. Accordingly, attendance at the conference **will strictly be based on prior registration**. All paper authors need to register. Once you register, you will receive the details on how to access the symposium sessions during the symposium dates. Symposium registration can be done here:

https://docs.google.com/forms/d/e/1FAIpQLSfqw-FUCMk9E7U92GkOtBVdsZcZzaPiRdJfa1olwkLp_UvW_A/viewform

3. Conference Delivery mode

Due to the current restrictions associated with arranging face to face major events, the symposium will be held as an online event. Systems will be in place in making sure the parallel sessions are organised and run smoothly. Presenting authors are required to log in to their Session 15 minutes ahead of the session start to confirm their availability and to meet and greet the two co-chairs and other presenters. Please note that this will be a live presentation (not pre-recorded). The technical team will allow you to share your screen in your session. Please be available for the Q&A session after your presentation. Please refer to the Presentation preparation guideline section for further details in preparing your presentation.

4. Virtual Background

Please find the attached virtual background of the conference. We encourage you to use this virtual background via the zoom platform at the time of your presence.



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5. Presentation Preparation Guideline

- You are encouraged to use the PowerPoint template provided (Also attached herewith) to prepare the presentation for uniformity during the symposium. However, you may also use your own slide template with a light background for better visibility.
- Please prepare your presentation for the presenting time of 15 minutes. It is recommended to include the following elements to your presentation explaining your research work or project:
 - Introduction
 - Objectives
 - Methodology
 - Findings
 - Conclusions/ Recommendations

Appendix 1:

Session Summary: Key Points emerged from the session

Date	
Time	
Title of the Session	
Names of session co-chairs	
Key points captured during the session	