



**Philippine Association for Teachers of Educational Foundations-
United Professionals for the Development and Advancement of Teacher Education
(PATEF-UPDATE), Inc.**

Guidelines in Parallel Oral Paper Presentations

1. The paper presenter should have registered as participant and paid registration fee in the international conference **on or before November 15.**
2. The abstracts submitted are categorized into the following thematic areas:
 - a. Transnational Education and Internationalization
 - b. Learning Outcomes, Curriculum and Instruction
 - c. Learning Technologies and Delivery
 - d. Student Assessment and Evaluation
 - e. Standards and Quality Assurance
 - f. Student and Faculty Mobility
 - g. Research Collaborations, management and Publications
 - h. Cooperation and Development Assistance
 - i. Professional Development, Linkages and Networking
 - j. Facilities and Support Systems
 - k. Educational Leadership and Management
 - l. Multi-cultural and Multilingual Education
 - m. Global Citizenship
3. Presenters will be grouped by four to five and will present one after another. Each paper presenter is given 15 minutes to present his/her paper. Thus the three presentations should be over in 45 minutes. A 15-minute open forum will follow with the group facilitator as moderator.
4. The acceptable formats for presentation are
 - powerpoint (ppt); and
 - adobe acrobat (pdf)
5. Each paper is given **15 minutes**
6. *Use of personal laptops is discouraged to avoid delays in presentations.* The organizers will provide LCD and laptop for use. Please ensure that your presentations are saved in the official laptop in each hall.
7. Internet access will NOT be available during the presentation
8. Previewing is needed if video and animations are included in the presentation. As the time limit must be observed during presentation, animations should be kept to a minimum
9. Presenters are likewise advised to bring back up file of the paper on USB or CD
10. For studies authored by two or more researchers, the team shall designate the paper presenter from among themselves for time management purposes

11. During your talk, a timekeeper will be flashing “10 minutes”, “5 minutes” “2 minutes” and “Time’s up” to help you keep track of your remaining time.
12. A participant can present a maximum of two accepted papers for Oral Paper Presentations.
13. Certificates of Recognition will be awarded right at the end of all the presentations.

Guidelines for the Poster Presentation and Exhibits

1. The poster presenter should have registered as participant and paid registration fee in the international conference **on or before November 15.**
2. Posters must be simple yet informative and understandable, readable, organized and attractive.
3. Format/Physical Features
 - a. Size: 2.75 ft in width by 6.5 ft in height
 - b. Orientation: Portrait Lay out
 - c. Material: Poster Paper
 - d. Content Lay out: Freestyle
 - e. Color Mix: Shall fit to light display background
4. Content
 - a. Title/Researchers and Institutional Affiliation
 - b. Introduction
 - c. Methodology
 - d. Results and Discussion
 - e. Conclusions and Recommendations
 - f. Literature Citations and Acknowledgement
5. Title of Poster
 - a. Must be written in Upper Case
 - b. Font size is 72 and 40 for subtitle
6. Author’s Name
 - a. The name of the researchers should be complete written in uppercase
 - b. The font size is 30
 - c. Only the first letters of the name of the author’s institutional affiliation and address must be written in upper case.
7. Text
 - a. The text must be readable within two- meter distance and printed preferably using font size 30
 - b. Use good color combinations so it will be easy to read
 - c. Cite only very important literature or maybe included in the brief introduction
8. Illustrations, Graphs
 - a. Labels, captions and tables should be readable within two meters
 - b. Ensure clarity of illustrations and tables. Use minimal amount of text to supplement graphic materials
9. Certificates of Recognition will be awarded right at the end of all the presentations.

Guidelines for Round Table Discussion

1. The Round Table Discussant should have registered as participant and paid registration fee in the international conference **on or before November 15.**
2. The abstracts submitted are categorized into the following thematic areas:
 - a. Transnational Education and Internationalization
 - b. Learning Outcomes, Curriculum and Instruction
 - c. Learning Technologies and Delivery
 - d. Student Assessment and Evaluation
 - e. Standards and Quality Assurance
 - f. Student and Faculty Mobility
 - g. Research Collaborations, management and Publications
 - h. Cooperation and Development Assistance
 - i. Professional Development, Linkages and Networking
 - j. Facilities and Support Systems
 - k. Educational Leadership and Management
 - l. Multi-cultural and Multilingual Education
 - m. Global Citizenship
3. The acceptable formats for presentation are powerpoint (ppt) and adobe acrobat (pdf)
4. Each presenter will present the paper to a small group in a table with all other presenters or non- presenters using his or her own laptop/computer.
5. Each presenter should also prepare at least 10-15 hardcopies of the paper to be distributed to the other presenters/non-presenters within the group during his or her presentation
6. Internet access will NOT be available during the presentation
7. Previewing is needed if video and animations are included in the presentation. As the time limit must be observed during presentation, animations should be kept to a minimum
8. Presenters are likewise advised to bring back up file of the paper on USB or CD
9. For studies authored by two or more researchers, the team shall designate the paper presenter from among themselves for time management purposes
10. Presenters will be grouped by four to five and will present one after another. Each paper presenter is given 10 minutes to present his/her paper and another 5 minutes for questions. The open forum will follow with the group facilitator as moderator.
11. A participant can present a maximum of two accepted papers for Round Table Discussions.
12. Certificates of Recognition will be awarded right at the end of all the presentations.

