

# Speaker guidelines for WWGS 2019

The What Works Global Summit 2019 programme has now been finalised. We look forward to welcoming you to Mexico City in October.

The venue name and address are as follows:

Fiesta Americana Reforma

Av. Paseo de la Reforma 80, Juárez, 06600 Mexico City

## Instructions for the different session types

**Workshops:** The layout for the room is roundtable, and can seat up to 50 people. As there is no sign-up, we will not know how many workshop participants will attend.

Each room is equipped with a microphone, a computer, projector and monitor. Presenters should bring a USB memory stick if they have presentations to upload. A technical will be available to help.

If you have paper handouts, please make sure you bring copies with you.

The coffee and tea breaks will be at 11 am and 4 pm. Lunch is at 1 pm.

Note that one workshop presenter is granted a free pass for both days of pre-conference workshops. If you are giving a workshop and have already paid, please contact [finance@campbellcollaboration.org](mailto:finance@campbellcollaboration.org) to arrange a reimbursement (for ONE presenter per workshop only).

**Plenary presentations:** If you have a presentation file, please upload it (final version only!) to this online drive:

<https://drive.google.com/drive/folders/1pwzYzXOLhbTsDaKrvEIJSUYhBhItrbV5?usp=sharing>.

You should declare any competing interests and funding sources at the start of your presentation.

**Short presentations:** Please allow 10 minutes for your presentation and five minutes for questions at the end. We suggest a maximum of 15 slides in your PowerPoint file. Try to ensure that the important details are large enough to be seen by everyone in the audience.

There will be a technician at the technical desk for you to load your 16:9 (widescreen format) PowerPoint presentation on the day of your presentation. Please upload it to this online drive: <https://drive.google.com/drive/folders/1pwzYzXOLhbTsDaKrvEIJSUYhBhItrbV5?usp=sharing>.

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### **Fishbowl sessions:**

The fishbowl format is designed to lead to more interactive, participatory sessions than conventional Q&As. There are no formal presentations and no PowerPoints (an exception may be made if a panel member wants one or two slides with figures, but no slides of text). The format is a moderated discussion of two or more panel members. The discussion should take no more than half the time allocated to the total session (i.e. 30 minutes).

The row of chairs for the panel is on the same level as the audience, not on a stage. There is one additional chair which is empty during the presentation section of the session. Once the presentation is finished, a member of the audience occupies the empty chair. He or she asks questions of panel members, taking part in a conversation with them for 3-6 minutes. At the end of that time, they return to the audience and another audience member takes their place.

The moderator should ensure that 5-6 people get to join the panel during the course of the session. Hence, the moderator should politely but firmly ask an audience member to leave the panel if they exceed six minutes.

**Posters:** Please produce your poster in A0 size and in portrait orientation (vertical, not horizontal). Your poster will be displayed in the foyer, which is on the 1st floor.

On the day of your poster presentation, please put up your poster in the morning and take it down in the evening. The poster spots are numbered on the boards.

At your allocated poster session, you should be prepared to give a two-minute overview of your work and to discuss your work with other participants. A microphone will be provided. We suggest that you also stay close to your board during the conference break times.

[Click here](#) to view the online programme.

We will be using an event app at WWGS 2019. Please double-check the location of your session on the conference app a few days before you are due to speak. If you do not have the mobile app, check the signs posted at the venue, or ask at the help desk.

If you have any corrections to make to the details of your session published on the website or on the app, please email us at [wwgs@campbellcollaboration.org](mailto:wwgs@campbellcollaboration.org).