**Ahlia University**

 **6th Annual Research Forum**

**18 - 19 April 2018**

**Guidance Notes for TALK Presenters**

**Before the Research Forum**

**Choose a topic** which relates to research work which is

o Faculty: work must have been undertaken in the period April 2017 to March 2018

o Master and undergraduate students: work must have been completed in the period from April 2017 to March 2018

o PhD students: students must be on the third year or later, and preferably about to submit their thesis

o Language of presentation: Either Arabic or English

**Submit your information** as requested

o In the RF 2018 Participant Information Form

o Complete all fields in English (even if talk is in Arabic)

o By the deadline of close of day Thursday, 8th March 2018

o Send the RF 2018 Participant Information Form and Slides as follows,

|  |  |  |
| --- | --- | --- |
| **College/Department the Contributor Belongs to** | **Liaison** | **Administrative Officer** |
| College of Arts, Sciences and Education | Dr. Hosam Mohamed Elhamy | Ms. Khawla Buhamood |
| College of Business and Finance | Dr. Fatima Alaali | Ms. Bibi Abdulla Almahdi |
| College of Engineering | Dr. Ayman Alaiwi | Ms. Maryam Alasfoor |
| College of Information Technology | Dr. Baraa Sharif | Ms. Alya waleed khalaf |
| College of Medical Health Sciences | Dr. Sayed Abdelmonem Tantawy Mosa | Ms. Zainab Darwish |
| Consultant to Ph.D Programme | Dr. Tillal Eldabi | Ms. Hessa Aldhaen |

**Prepare for your talk**

o Slides must use the RF 2018 template

o Time limit = 15 minutes, hence limit the number of slides accordingly

o Time for questions and answers = 5 minutes

o Make sure your notes are ready

o Practice to ensure your talk meets the time limit

**On the day(s) of the Research Forum**

**Arrive at least 15 minutes before** the start time of your talk

**Keep to the time limit** for your talk (15 minutes talk + 5 minutes questions)

o Note: Time limits will be observed and your talk will be stopped if you over-run!

**Follow the instructions** of the Master of Ceremonies and/or any member of the Organising Committee (they will all be wearing RF Organiser badges)

**Tell your students** about the Research Forum...

o Attendance is important for them…

Even more so if they are in 498/499/595/599 courses

**After the Research Forum**

**Send a corrected version or updates** if necessary to the Organising Committee

**If you have any questions, please feel free to contact any of the members of the Research Forum 2018 Committee:**

|  |  |
| --- | --- |
| **Technical Committee** | **Organizing committee** |
| Dr. Dalia Mohamed Kamel | Ms. Zainab Abdulwahab Darwish |
| Dr. Thaira M. Al Shirawi | Ms. Amina Al Sulaiti |
| Dr. Sayed Abdelmonem Tantawy Mosa | Ms. Bibi Abdulla Almahdi |
| Dr. Hosam Mohamed Elhamy | Ms. Khawla Buhamood |
| Dr. Ayman Alaiwi | Ms. Maryam Alasfoor |
| Dr. Baraa Sharif | Ms. Alya waleed khalaf |
| Dr. Fatima Alaali | Ms. Hessa Aldhaen |
| Dr. Tillal Eldabi |  |
| Ms. Samia Yousif |  |