

Before the Research Forum

- **Choose a topic** which relates to research work which is
 - Faculty: work must have been undertaken in the period April 2018 to March 2019
 - Master and undergraduate students: work must have been completed in the period from April 2018 to May 2019
 - PhD students: students must be on the third year or later, and preferably about to submit their thesis
 - Language of presentation: Either Arabic or English

- **Submit your information** as requested
 - In the RF 2019 Participant Information Form
 - Complete all fields in English (even if talk is in Arabic)
 - By the deadline of close of day Sunday, 28th April 2019
 - Send the RF 2019 Participant Information Form and Slides to the Deanship of Graduate Studies and Research dshewitta@ahlia.edu.bh and zdarwish@ahlia.edu.bh

- **Prepare for your talk**
 - Slides must use the RF 2019 template
 - Time limit = 15 minutes, hence, limit the number of slides accordingly
 - Time for questions and answers = 5 minutes
 - Make sure your notes are ready
 - 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)
 - 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 Organizing Committee (they will all be wearing RF Organizer badges)

- **Tell your students** about the Research Forum...
 - 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 Organizing Committee

If you have any questions, please feel free to contact any of the members of the Research Forum 2019 Committee:

<u>Organizing Committee</u>
Dr. Dalia Mohamed Kamel
Dr. Tillal Eldabi
Dr. Sayed Abdelmonem Tantawy Mosa
Dr Abdelmuttaleb Al Sartawi
Ms. Zainab Abdulwahab Darwish