



Guide for SIG Presenters at APNIC Open Policy Meetings

This brief guide has been prepared to help those planning to present at APNIC SIGs. While the suggestions in this guide are not mandatory, following them will help to ensure consistency of content at APNIC SIGs.

Pre-meeting preparations

Content timelines

Each SIG Chair will post to the relevant mailing list a call for content proposals with timelines. Please submit your proposals, discussion papers (if applicable), and presentations in accordance with the timelines. This gives the community time to consider your proposal properly before the meeting and helps to ensure that comprehensive handouts can be printed in time.

Presentation templates

The AP region includes many different languages and cultures. For the majority of the participants at APNIC Open Policy meetings, English is not the first language, and it is important that presentations are clear, easy to follow, and concise.

With this in mind, APNIC has prepared a suggested template outline (Appendix A) for SIG presentations involving policy proposals. It is not mandatory that this template be used, but in the interests of consistency and ease of understanding, we do recommend it. This will also help in the fair allocation of time to each presenter.

At the meeting

Amended presentations

Many presenters make updates to their presentation right up to the time they present. If you do this, please remember to send a copy of the final presentation to the SIG Chair or APNIC after the SIG.

Presentation style

Again bearing in mind the linguistic diversity of the audience and the varying experience of the presenters, SIG Chairs may wish to pass the following recommendations on to presenters:

- Speak slowly, even if English is your first language.
- Use simple sentence structure rather than technically complex phrases.
- Try to pause after every slide to give people a chance to absorb the material on the slide.
- Remember to maintain eye contact with the audience – avoid speaking to the screen or the floor.
- Time your presentations before the Meeting – speak out loud when you do this.

Appendix A

Suggested SIG presentation outline

Proposals should contain approximately 10 slides, including title and summary slides.

Slides should contain maximum 4 points, or 6-8 lines. Do not overburden slides with too much content as this is difficult to understand. If including tables or diagrams, use large fonts and colours with good contrast on VGA projectors.

The suggested outline of the slides is as follows:

- **Title (1 slide)**
 - State the purpose of the proposal. APNIC recommends using words like “A proposal for changing xxx”.
 - State the author’s name.
 - State the date and location of the meeting.
- **Introduction (1 slide)**
 - Summarise the background information necessary to understand this proposal.
- **Current Problems (1-2 slides)**
 - Summarise the current status of APNIC policy in this area.
- **Position in other regions (1 slide)**
 - If relevant, summarise the current status of policy in this area in the other RIRs.
- **Proposal (1-2 slides)**
 - Briefly state the actual proposal.
 - Explain the reasons for the proposed change.
- **Benefits/Disadvantages (1 slide)**
 - Summarise the benefits of adopting the new policy and indicate to whom those benefits apply.
 - Summarise any disadvantages.
- **Implementation schedule (1 slide)**
 - Outline the proposed timeframe for implementation (this is usually 3 months from acceptance of the proposal).
 - Identify any documents, forms, or procedures that need to be amended or modified.
 - Identify any potential impact on NIRs.
- **Summary (1 slide)**
 - Summarise previous slides. Try to describe the main gain to be made from changing the policy.
 - This slide may be used for translation into other languages and posting on the web site.