



Summary and Powerpoint for the 4<sup>th</sup> SGS Graduate Colloquium through the Open Conference System" for uploading documents.

2.7 The following will be the format for submission:

For abstracts

Subject heading: abstractsgs colloquium

File name of attachment: College-Abstract FAMILY NAME, First Name of presenter  
(Example: CASS-Abstract CRISOL, Lourd)

For summary of the paper

Subject heading: summarysgs colloquium

File name of attachment: College-Summary FAMILY NAME, First Name of presenter  
(Example: CASS-Summary CRISOL, Lourd)

For powerpoint presentations

Subject heading: presentationsgs colloquium

File name of attachment : College-Presentation FAMILY NAME, First Name of presenter  
(Example: CASS-Presentation CRISOL, Lourd)

1. The abstract should not be more than 400 words and must include four (4) key terms, the research problem, methods, initial results and recommendations.
  2. The abstract must be in MS Word format, using Times New Roman font, size 12 (see Form 1) and encoded in A4 bond paper with 1" top, left and right margins
  3. The abstract must be accompanied by a short professional information of the student (see Form 2)
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1. A 15-page summary of the thesis/special project will be required from each presenter. This is to allow the panellists/reviewers to have a good and more detailed picture of the study.
  2. The summary shall be encoded in A4 bond paper, in Times New Roman font, size 12, in 1.5 spacing.
  3. The summary shall include the following: Introduction, statement of the problem, specific objectives, conceptual and/or theoretical framework, methodology, initial results and recommendations.
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1. Parallel Sessions
    - 1.1 The colloquium shall be conducted in parallel sessions.
    - 1.2 Papers for each session are categorized according to specialization and themes.
    - 1.3 Each session shall have 3 to 5 speakers.
    - 1.4 A panel of three members who will critique and give recommendations for the improvement of theses/special project shall be assigned to each session.
    - 1.5 A moderator will be assigned for each session.
  2. Presentation
    - 2.1. The participant should be in the venue 15 minutes before the start of the session.
    - 2.2 Each participant is given 15-20 minutes for presentation.
    - 2.3. After the presentation of each participants, a 20-minute moderated open forum follows to allow time for clarifications and suggestions from the panel members and the audience.

3. Format of the Oral Presentation

- 3.1 Powerpoint slides are required as visual aid for presentation.
- 3.2 The Powerpoint presentation should not exceed 15 slides, excluding the slide bearing the dissertation/thesis/special project title. Back-up slides bearing data may be prepared as the panellists may require additional information on the study during the open forum.
- 3.3 The slides, once projected, should be readable up to a distance of 12 meters.
- 3.4 The presentation should include the following: research objectives, brief background, rationale, conceptual/theoretical framework, methods, findings, conclusions and implications/recommendations of the study.

1. The presentation of the student does not have bearing on his/her grade for his/her thesis or special project.
2. The decision on whether the student passes his/her final oral defense rests solely on his/her official panel members. The panel members of the SGS colloquium do not have any authority to impose their suggestions and decisions. However, it is strongly recommended by the Office of the SGS Dean and the Graduate Program Committee to the advisers that the comments and suggestions of the panel members of the colloquium be considered if they are deemed necessary to improve and uplift the quality of the student's thesis or special project.