Important tips, information and guideline for presentations

Guidelines for Presentation

- **Slide preparation.** All presenters are required to prepare a PowerPoint presentation slides.

- **Presentation.** Each presenter are allocated 15 minutes to presents and 5 minutes of Q&A sessions.
- **Consider the sequence and relevancy of your slides.** A current slide should build a path to next slide.
- **Use graphs and charts** to illustrate your prominent points. They will help the audience to clearly understand the content.
- **Make it simple**. Too much fancy graphs and charts with huge data and numbers will confuse the audience. Don't use flash, gif images and fancy colors. The audience will only remember those effects, not your message. Make it simple!
- **Use easy-to-read fonts** that are common to most computers. Do not use ALL CAPS, italics, and other enhancements that clutter and distract. A good guideline is a minimum of 30-point font.

Things to do before presentation at a conference to prevent technical delays/issues

- Ensure that you are available at least 30 minutes before the session starts on the day of the conference.
- Send your final presentation via link provided to the organizing committee by **10th October 2022** to ensure that the presentation sessions run according to schedule.
- **PowerPoint slide presentation** must run on Windows operating system.
- Bring an extra-copy of your presentation to the conference on a USB media storage device. This copy is to be used as a backup if required.
- Make sure the USB media storage device and your presentation file are properly labeled with your name, presentation day, and time.
- Please note that the organizing committee will not be held responsible for any technical issues occurring due to late communication.