

Oral Presentation Guidelines & Best Practice

Please read the following guidelines and best practices to help make your presentation a success. Give considerable thought to the design and pitch of your presentation to make sure that it stands out as an informative presentation. Your aim should be that the listener comes away with a clear understanding of your research.

Presentation Format

You are required to create a PowerPoint presentation, which you will be expected to present live during the meeting.

Developing your Presentation

Content

- Make sure your presentation is geared toward your audience.
- Do NOT advertise or introduce your organization/university/company.
- Show results and findings of your original research and only briefly introduce any future work.
- Make sure the information you present fits within the time frame allotted.

Times for presentations are as follows:

Presentation	Presentation Length	Question & Answers
Keynote	25 mins	5 mins
SOTA	20 mins	5 mins
Session Keynote	15 mins	5 mins
Oral	15 mins	5 mins

Respect the TIME LIMITS for your presentation. Chairpersons will indicate key times during your presentation and take care of the overall schedule of their session (and therefore the timeliness of the entire meeting).

PowerPoint Slides

- When creating the PowerPoint file, set font sizes, colours and styles using the slide master. Using this method ensures consistency and saves time when adding slides and making global changes to your presentation later.
- Use clear fonts and contrasting colours for ease of readability; an ideal colour combination is a white background with dark blue or black font.
- Slides should include text talking points as well as some graphic images if possible, while trying to maintain a balance between white space and text.
- All text should use standard fonts without serifs (such as Arial) for readability, with font sizes no smaller than 16.
- Avoid text only slides.
- One idea per slide.
- The visuals in the presentation must be clear (not blurry).
- Use illustrations, videos and animations carefully.
- Spoken or written words must be in English.

A typical 15 minute presentation should contain around 10 -12 slides, e.g.

Outline:	1 Slide
Problem/background:	2 Slides
Design/Methods:	1 Slide
Major findings:	3-5 Slides
Conclusions	1-2 Slides

File Format

PowerPoint slides must be prepared on 16:9 format (equivalent to a wide screen format).

Practice/Rehearse

Practice giving your presentation in advance of the meeting. This will provide you with the opportunity to:

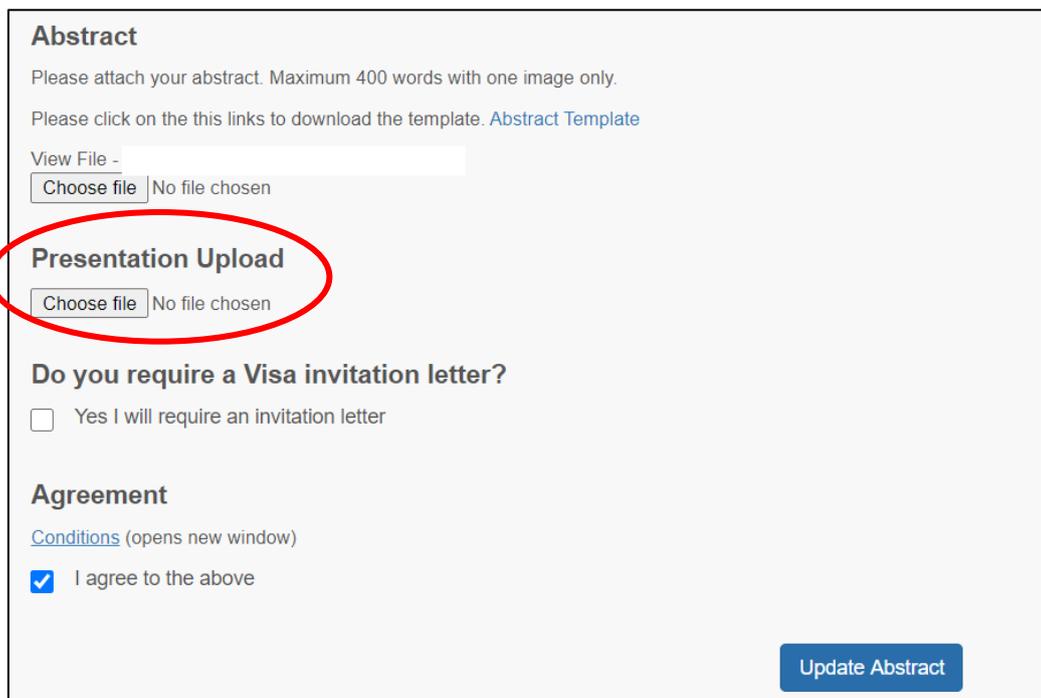
- Practice with the tools, technology, and software.
- Gauge and refine your presentation.

Submitting your presentation

Please upload your PowerPoint presentation onto the submission portal by **Friday 6th November 2020**. This is to ensure we have a copy of your presentation in the event of any technical issues.

To upload:

- 1) Log onto the submission portal
- 2) Select 'Edit'
- 3) Scroll down the page to '**Presentation upload**' and select 'choose file'. Locate your PowerPoint presentation from your files



The screenshot shows a web form with the following sections:

- Abstract**: "Please attach your abstract. Maximum 400 words with one image only." Includes a link to "Abstract Template" and a "View File" dropdown menu with a "Choose file" button and "No file chosen" text.
- Presentation Upload**: This section is circled in red. It contains a "Choose file" button and "No file chosen" text.
- Do you require a Visa invitation letter?**: A checkbox labeled "Yes I will require an invitation letter" which is currently unchecked.
- Agreement**: A link to "Conditions" (opens new window) and a checked checkbox labeled "I agree to the above".
- Update Abstract**: A blue button at the bottom right of the form.

- 4) Select 'Update Abstract'