

Oral Presentation Guidelines

If you have been selected to present in the session, please follow the guidelines given below:

Presentation format	<ul style="list-style-type: none">• All the presentations must be in Microsoft PowerPoint (.ppt or .pptx)• Maximum of 20 slides• Fonts: Arial or Times New Roman• Font size ≥ 26• Text should be formatted and justified• Use colour blind-friendly palette (e.g. RGB colour palette)
Timing	<ul style="list-style-type: none">• 15 minutes to present• 5 minutes for Q&A
Presentation content	<ul style="list-style-type: none">• The 20 slide limit excludes the title slide• Limit text on the slide• Images are preferred as opposed to text in supporting and illustrating presentations.• Any necessary audio or video files should be embedded in the PowerPoint• Keep your technology simple and the presentation engaging• Use an expressive and conversational style
Presentation Suggestions	<ul style="list-style-type: none">• Presenters should arrive at their assigned venue at least 15 minutes prior to the beginning of the session• Use colourblind-friendly palette (eg: RGB colour palette)• Commercial activities or any advertising should not be presented• Avoid overcrowding figures and tables. Legends and titles should accompany all figures, tables, photographs, etc. in order to allow their immediate identification.• This whole approach is to avoid 'Death by PowerPoint'• Click here for more information on how to prepare effective presentations.
Submission	<ul style="list-style-type: none">• All submissions must be made through the online form.• The online submission process will provide further instructions regarding contact information, how to submit, etc.• Speakers are requested to bring PowerPoint slides on their own flash drive/USB drive.• We recommend you bring at least two copies of your presentation to the meeting in case there is a problem with one. including• Electronic version of the poster should be uploaded as a .ppt or .pptx, file of size not more than 20MB.

All presentation slides will be reviewed to ensure adherence to these guidelines.