

PRESENTATION GUIDELINES

Oral presentation

You will have **ten minutes** for your presentation and 5 minutes allowed for the discussion. Presentations exceeding 10 minutes will have a shorter discussion time.

Both presentations and slides have to be in **English**.

Slide preparation

Prepare your slides as MS PowerPoint 2018 or earlier and Acrobat PDF X file. Please ensure that all presentations are in one of these supported formats. Apply widescreen formatting when preparing your slides (aspect ratio 16:9; resolution 1920 x 1080).

We will upload all presentations onto the computer to ensure a smooth transition between speakers. Therefore, we kindly ask you to bring your presentation on a portable drive to the conference room at least 30 minutes before the start of your session.

USEFUL TIPS:

- Our experience indicates that up to 10 slides are optimal, allowing 1 minute per slide. You may use more than 10 slides, but please complete your presentation within 15 minutes.
- The content of the slides should include an overview of the research with conclusions and directions for future research.
- Photos and drawings have to be clear and in good resolution
- Fonts on the slides have to be **BIG ENOUGH**; the suggested minimum font is 14.
- Have a spare copy on your USBs for any unexpected event.
- Avoid lengthy tabulations of numerical data and limit equations to terms that can be adequately defined.
- Include only information or data that can be explained appropriately in the allotted time.