

Oral Presentation Guidelines

Time Allocation

- ❖ The total time allotted to each speaker is 15 minutes. You should plan to speak for 10 minutes and leave 5 minutes for Q&A session.
- ❖ Please be punctual and present yourself at the presentation room 5 minutes before the arranged presentation slot. It is a discourtesy to your audience, the Session Chair, and the other speakers to exceed your allotted time.
- ❖ The Session Chairs are instructed to adhere to the printed schedule for the session. With parallel sessions, this is critical to the overall success of the Symposium.

Organisation of Oral Sessions

- ❖ The Symposium will be equipped with a computer video projector and a computer that is connected to the projector for each oral presentation room.
- ❖ The computers are equipped with Windows 2019 as well as Microsoft PowerPoint 2016 (Office), Internet Explorer, Adobe Acrobat Reader DC/Flash Player, and Windows Media Player.
- ❖ Please submit (upload) the presentation slide into the computer in the presentation room BEFORE the parallel session starts. Uploading during presentation slot will use up the allotted time. We suggest the presenting author to bring his/her own computer and a USB thumb drive with presentation materials as a backup.
- ❖ Since your computer may have sophisticated fonts (such as special equation symbols) that the symposium computers may not have, it is suggested that when you save your PowerPoint presentations, use "Save As" from your "File" pull-down menu. When a dialog box pops up, click on the "Tools" menu on that dialog box and select "Save Options". Then, check the option "Embed true type fonts". Click "OK" and then click "Save". This allows you to include the fonts you are using in your presentations to minimise the font incompatibility problems. Otherwise, any fonts that are not recognised by the symposium computers will be incomprehensible.

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- ❖ If you have a full version of Adobe Acrobat, we suggest you also save (or print) your presentations into a “.pdf” format and thus you will be able to use the free Adobe Reader software to present in case nothing else would work.

Good Practices

- ❖ Show no more than 1 slide per minute of speaking time. This means approximately 8-10 slides MAXIMUM for the 10 minutes presentation at the Symposium.
- ❖ We recommend a presentation format of 16:9, 4:3 is also acceptable.
- ❖ Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.
- ❖ Put no more than 12 lines of text or 4 curves on any slide. Avoid lengthy tabulations of numerical data and limit equations to those for which the terms can be properly defined.
- ❖ Your audience needs time to interpret the data that you present. While you are very familiar with the data displayed, the audience is not. Describe the abscissa, coordinates, units, and the legend for each curve.
- ❖ When you display a curve, tell the audience what they should be looking for in order to grasp the point you are trying to make. The audience will not have time to figure it out for themselves.
- ❖ Use repetition in your talk to ensure the facts are understood by the audience.
- ❖ Include only information or data that can be properly explained in the allotted time.
- ❖ Repeat any questions that are posed to you.
- ❖ If a question requires a lengthy reply, it is suggested that you and the person asking the question meet after the presentation. Then, take the discussion out of the meeting room.

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