



Instructions for Oral Presentation

Presentation-file preparation

1. Your oral presentation should be prepared as a **Microsoft PowerPoint** file, windows-based environment. Macintosh users who want to submit presentations must export their presentation as a MS PowerPoint file or save as a pdf file.
2. Your PowerPoint presentation should be limited to 15 slides or less.

Submitting your slide presentation

3. To ensure your presentation is in proper format and distributed to the correct rooms during the conference, your PowerPoint presentation file must be submitted to the **Speaker Service Unit** at the Registration Table from 9 to 10 am the day of your session.

Please name your presentation accordingly:

"Date of presentation (DD/MM/YY) _Family Name_Paper Number"

For example: "250517_PRESENTATION_O-38"

Oral presentation rules and award

4. Your presentation must be in English. Please speak slowly and clearly throughout your presentation to help participants who are not native English speakers.
5. **Your oral presentation period is limited to 13 minutes, 10 minutes to present and 3 minutes for open discussion.**
6. Your presentation will be automatically evaluated and given a score for the presentation award. The conference will provide an award for **Excellent Oral Presentation** for each oral presentation session.

7. The award ceremony is scheduled during the closing session of the conference.

Please note

- Only presenting authors may their presentations.
- Please do not submit files for other presenters.
- Once submitted, you cannot edit your submitted files. To change your presentation, you must submit a new file.
- Only your latest submitted version will be used.
- Remember the four rules of effective presentations as listed below.
 - Introduce your topic and inform your audience what you intend to speak about.
 - Deliver your talk, including the methods, results and conclusion.
 - Summarize for your audience the most important points of your lecture.
 - Carefully note the allotted time for your presentation.