# Guidelines for Oral Presentation

## Before Your Presentation

✓ Your PowerPoint presentation must be submitted to the **Secretariat Room (1A-INOS, 1B-FSSM and 1C-FPM)** before the start of the morning or afternoon session in which your talk has been scheduled.

➡ **The deadlines are 10:30 AM for the morning session and 1:45 PM for the afternoon session.**

✓ Please submit your **PowerPoint** file, with a strict **size limit of 50MB** and clearly indicating your **Presentation Code (i.e.,1A-1, 1B-9 or 1C-12 etc).**

✓ Kindly bring your **PowerPoint** file to the **Secretariat Room** to be uploaded into the system. Please do so well ahead of your session, and check that all the media used in your slide show are working remotely before you submit the file.

**\*** Note that our venue uses **Microsoft Windows-based** PCs.

## During Your Presentation

▪ All oral presentations are allocated a total length of **15 minutes**, including the time for questions and answers that are moderated by the Session Chair(s). We stipulate that presenters speak for a **maximum of 10 minutes**.

▪ To facilitate timekeeping, there will be a printed sign alerting presenters at the **8-minute** mark, and another printed sign alerting presenters at the **10-minute** mark. You are advised to end your presentation at the 10-minute mark. Any additional time used will be taken out of your 5 minutes of Q&A.

▪ Once the allocated 15 minutes for your talk is over, you will be asked to step down for the next presenter. Timings will be followed **strictly** to enable movement between concurrent sessions. If a talk finishes early, we will wait until the allocated time to start the next talk.