

SHORT ORAL PRESENTATION GUIDELINES

Presenters assigned to short oral presentation sessions are requested to adhere strictly to the allocated presentation time.

Presentation Duration

- Presentation: **7 minutes**
- Q&A Session: **3 minutes**
- Total Session Time: **10 minutes**

Please note that presenters **must strictly adhere to the allocated time** to ensure a smooth session management and fairness to all presenters.

Session chairs have been instructed to enforce the time limit strictly. Presenters exceeding the allocated time may be interrupted to allow sufficient time for discussion and subsequent presentations.

Presentation Format

- Presentation slides should be prepared in Microsoft PowerPoint format (.ppt/.pptx).
- Recommended slide ratio: 16:9 widescreen format.
- Use clear, professional, and readable slides.
- Avoid excessive animations and large video files.

Recommended Presentation Structure

Presenters are encouraged to prepare a **concise presentation highlighting the key findings** of their study. The presentation may include:

- Title and brief introduction
- Objectives
- Methods
- Key results
- Conclusion

Presenters are advised to limit the number of slides and focus on the most important findings to ensure the presentation can be completed within the allocated time.

Presentation Upload

- Presenters are encouraged to submit/upload their presentation slides before the session begins.
- Please arrive at the presentation room at least 15–20 minutes before your session starts.
- Ensure compatibility of fonts, videos, and animations prior to presentation.