



Instructions for Free Communications Presenters

All presenters kindly take note of the **NEW** presentation format for APMEC 2023 Free Communications

Presentation Format

- Only the presenting author should be doing the presentation and addressing the queries during the Q&A segment at the conference.

22nd & 23th May 2023 (Oral Presentations Days – All online)

7 minutes: Presentation (no limit on number of slide)
4 minutes: Q&A

Best presenter from each session will be shortlisted

26th May 2023 (Oral Presentation Finale at the Main Conference – Hybrid)

5 minutes: Presentation (no limit on number of slide)
5 minutes: Q&A

Please refer to the following for more details:

22nd & 23th May 2023 (Oral Presentations Days – All online)

- The format for your presentation will be as follows:
 - 7 minutes: Presentation using PowerPoint slides (no limit on number of slide)
 - 4 minutes: Q&A by judges (and participants if time permit)
- There will be 12 sessions in total (subject to changes) at the conference and you will be scheduled to present in one of the sessions (your presentation date and time will be announced later).
- There will be 1 Chief Judge and 2 Judges for each Free Communications session.
- NEW:** The best presenter from each session will be shortlisted for the Finale on 26th May 2023 (see below).

26th May 2023 (Oral Presentation Finale at the Main Conference – Hybrid)

- **Only the shortlisted presenter** from each Free Communication session will be participating in the finale.
- The format for the 12 shortlisted presenters will be as follows:
 - 5 minutes: Presentation using PowerPoint slides (no limit on number of slides). You may use back the same slides as you will be presenting to a wider conference audience and Chief Judges from other sessions. However, **kindly limit your presentation to 5 minutes**.
 - 5 minutes: Q&A by judges (and participants if time permit)
- You will be **informed by 23rd May 2023** if you are shortlisted for the Finale. **Please check your mailbox and acknowledge receipt of the email.**
- For the Finale, there will be 1 Overall Chief Judge and 12 Chief Judges (from all the 12 Free Communications sessions including the Chief Judge from your own session). The list of awards (e.g. Winner, Runner Up, Merit) will be selected from the 12 presenters.

Prior to the Conference

- **Please take note of the following items to be submitted prior to the conference.** You will be sharing your slides from your own laptop/desktop. We are collating the slides as backup in case you encounter any technical issue while sharing the slides.

Presentation Slides [PPT format]

1. Submit by **21 April 2023**. We will provide more information on how to upload your slides. Presenters who send in their slides after 21 April 2023 **will not be considered for the conference.**
2. The slides submitted will be deemed as final and no further change/s is/are allowed.
3. Presentation slides should be in English, landscape orientation
4. Slide dimensions - In MS PowerPoint, go to Design -> Slide Size -> **16:9 (widescreen)**
5. Text used for the PowerPoint should be no smaller than font size 24
6. The presentation should have a title slide and the following sections: Introduction, Methods, Results, Discussion, Conclusion
7. The title slide should contain the following: Name(s), department(s), institution(s) and country of author(s) should be stated clearly, directly below the title. Name of the presenting author in bold
8. Presenters should avoid overloading their slide with text, or images with small elements to allow for better reading

Files should be saved in the format:

- Abstract ID_Presentation type (i.e. Free Comm)_First name_ Last name
E.g. 1000_Free Comm_Matthew_Tan