



Instructions for Short Communications Presenters

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 (Oral Presentations Days – [All online](#))

- The format for your presentation will be as follows:
 - 4 minutes: Presentation using PowerPoint slide (only **one slide** should be used)
 - 4 minutes: Q&A by judges (and participants if time permit)
- There will be 18 sessions in total (subject to changes) and you will be scheduled to present in one of the sessions (your presentation date and time will be announced later).
- There will be a Judge for each Short Communications session. The best presenter from each session will receive the Merit Award.

Prior to the Conference

- **Please take note of the following items to be submitted prior to the conference. You will be sharing your slide from your own laptop/desktop. We are collating the slide as backup in case you encounter any technical issue while sharing the slides.**
- Short Communications presenters will have a time limit of **4 minutes** to share their presentation in a **SINGLE** slide.

Presentation Slide **[PPT format]**

1. Submit by **21 April 2023**. We will provide more information on how to upload your slides. Presenters who send in their slide after 21 April 2023 or do not conform to the guidelines (e.g. number of slides used) will not be considered for the awards.
2. The slide submitted will be deemed as final and no further change/s is/are allowed.
3. Presentation slide 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 14
6. Title is to be stated at the top of the slide
7. 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. The slide should contain the following headings: Introduction, Methods, Results, Conclusion
9. 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. Short Comm)_First name_ Last name
E.g. 1000_Short Comm_Matthew_Tan