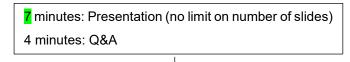# Instructions for Free Communications Presenters

Presentation Format

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

13th & 14th January 2025 (Oral Presentations Days – All online)

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

Best presenter from each session will be shortlisted

17th January 2025 (Oral Presentation Finale at the Main Conference – Onsite face-to-face)

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

Please refer to the following for more details:

13th & 14th January 2025 (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 slides)
  - 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). This will be conducted over Zoom (subject to changes).

- There will be 1 Lead Judge and 2 Judges for each Free Communications session.

- The best presenter from each session will be shortlisted for the Finale on 17th January 2025 (see below).

- ***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 Lead 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 14th January 2025 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 Lead Judge and 12 Lead Judges (from all the 12 Free Communications sessions including the Lead 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 20 December 2024. We will provide more information on how to upload your slides. Presenters who send in their slides after 20 December 2024 will not be collated 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 this format:
- Abstract ID_Presentation type (i.e. Free Comm)_First name_ Last name
  E.g. 1000_Free Comm_Matthew_Tan