Instructions for Short Communications Presenters

Presentation Format

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

13th & 14th January 2025 (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 one 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 20 December 2024. We will provide more information on how to upload your slide. Presenters who send in their slide after 20 December 2024 or do not conform to the guidelines (e.g. use only one slide) will <u>not</u> be collated for the conference and will not be considered for the awards respectively.

2. The <u>slide submitted will be deemed as final</u> 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 -> <u>16:9 (widescreen)</u>

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