Instructions for Sustainability in HPE 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)

- 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)

- This will be conducted over Zoom (subject to changes).

- There will be 1 Lead Judge and 2 Judges for this session. A Winner and a Runner Up will be selected from this session.

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 <u>not</u> be collated for the conference.

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

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_Sustainability_Matthew_Tan