



Instructions for Short Communications Presenters (On Demand)

Presentation Format

- Only the presenting author should be doing the presentation in the pre-recording.
- There are no onsite presentation and no Q&A segment.
- Pre-recording will be uploaded to [MediXperience](#), an open access learning resources platform available to members of the public.
- The format for your presentation will be as follows:
 - 4 minutes: Presentation using PowerPoint slide (only **one slide** should be used)

Prior to the Conference

Please note that you will need to submit your pre-recording by **18 November 2026** (Dropbox upload link will be provided).

Presenters who send in their recording after **18 November 2026** will **not** be collated for the conference. The recording submitted will be deemed as final and no further change/s is/are allowed.

Presentation materials that do not conform to the guidelines (e.g. using only one slide) will not be considered for the awards.

Presentation Slide [PPT format] – presenters may use the sample template provided on the website.

1. Short Communications (On Demand) presenters must use a **SINGLE** slide. Sequential animations where content (e.g., text, images, figures, or bullet points) appears progressively with each click is prohibited.
2. Presentation slide should be in English, landscape orientation
3. Slide dimensions - In MS PowerPoint, go to Design -> Slide Size -> 16:9 (widescreen)
4. Title is to be stated at the top of the slide (Suggested: Arial, 16 pt)

5. 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. (Suggested: Arial, 8 pt)
6. The slide should contain the following headings: Introduction, Methods, Results, Conclusion
7. For the content, the suggested font is Arial, with a minimum font size of 8 pt
8. Presenters should avoid overloading their slide with text, or images with small elements to allow for better reading
9. **Audio narration will be sufficient.** It is **not required** for the presenting author to appear on the screen during the recording.

Recording of Presentation

Using PowerPoint –

1. Open your PowerPoint presentation.
2. Go to **Slide Show** → **Record**.
3. Turn on your **microphone**.
4. Present your slides clearly and at a steady pace.
5. When finished, stop the recording.
6. Go to **File** → **Export** → **Create a Video** to save the presentation as a video.
7. Play the video once to check the audio and slides before submitting.

Using Zoom –

1. Open **Zoom** and start a new meeting.
2. Turn on your **microphone**.
3. Click **Share Screen** and select your PowerPoint presentation.
4. Start the recording by clicking **Record**.
5. Present your slides clearly and at a steady pace.
6. When finished, stop the recording and end the meeting.
7. Allow Zoom to process the recording.
8. Play the recording once to check the audio, video, and slides before submitting.
9. Submit the version “Shared Screen”

Video (recommended to save as MP4 file; standard compressed 1080p; file size should not exceed 50MB). File name should be saved in the format:

- Abstract ID_Presentation type (i.e. On Demand) _First name_ Last name
E.g. A1000_On Demand_Matthew_Tan