



Guidelines for Oral Presentations

Presentation Format

- **Duration:** 7 minutes for the presentation, followed by 3 minutes for Q&A (total of 10 minutes).
- **Content Requirements:**
 - Name and affiliation of all co-authors (optional).
 - **Introduction:** Set the stage for your study.
 - **Objectives:** Clearly state your study goals.
 - **Materials and Methods:** Describe your approach and techniques.
 - **Results:** Present findings clearly and concisely.
 - **Implications and Conclusions:** Summarize the key takeaways.

Key Tips for an Effective Presentation

1. **Limit Slides:** Use minimal slides to ensure your talk stays within the allotted time.
2. **Focus on Objectives:** Highlight your study's aims, objectives and include a hypothesis for added clarity.
3. **Use Visuals Effectively:**
 - Use diagrams to explain methods and retain audience's attention.
 - Display results using graphs and figures. Avoid overly complex tables—highlight important numbers or significance instead.
4. **Explain Results:**
 - Discuss what each experiment or figure reveals.
 - Lead naturally into conclusions, emphasizing key findings and providing a clear take-home message.
5. **Presentation Upload Instructions**
 - **Upload Deadline:** All presentations must be uploaded in the Speakers Preview Room 24 hours before your scheduled lecture time. Note that presentations cannot be loaded in the meeting rooms.
 - All presentations should use **Microsoft Office PowerPoint**.
 - Follow basic design principles:
 - **Font type and size:** Use Calibri, with headings at least 36 pt and body text at least 24 pt.
 - Avoid light colors like yellow, light green, or pink in figures.
 - Use a clean background and minimal animation.
 - Save your file as: **Date of Presentation Presenter Name (e.g., 05112024_APJ Abdul Kalam)**.
 - **Presenting with a personal computer will not be allowed.**

Important Note**Your oral presentation will be canceled if:**

- The presenter is unavailable during the session.
- The presentation is skipped, and no certificate will be provided.

All the very best!

Be confident—no one knows your work better than you! Confidence will help you handle questions and comments effectively, and it's a great opportunity to connect with fellow researchers and potential collaborators. Speak, face your audience, and enjoy the experience!