

Important tips, information and Guideline for Presentations

For Oral Presenters

What is an Oral Presentation?

As an oral presenter you can deliver your presentation live to an audience effectively and engage in fruitful discussions with the audience. The [registration fee packages](#) present many benefits to oral presenters.

Guidelines for Presentation

- **Consider the sequence and relevancy of your slides.** A current slide should build a path to next slide
- **Use graphs and charts** to illustrate your prominent points. They will help the audience to clearly understand the content.
- **Make it simple.** Too much fancy graphs and charts with huge data and numbers will confuse the audience. Don't use flash, gif images and fancy colors. The audience will only remember those effects, not your message. Make it simple!
- **Use the 6-6-6 rule:** (maximum 6 words per bullet, maximum 6 bullets per slide, and maximum 6 text slides in a row). The fewest words with effective imagery will have the most powerful effect.
- **Use high-contrast, easy-to-read fonts** that are common to most computers. Do not use ALL CAPS, italics, and other enhancements that clutter and distract. A good guideline is a minimum of 30-point font.

Presenting Effectively

Please follow the guidelines below to make your presentation effective. The tips below will help you to keep the audience interested throughout your presentation.

- **Form a story.** Try to tell a story rather than give too much of information. Organize your thoughts, develop a good transition between slides.
- **Use visual aids.** Visual aids such as slides attract and hold an audience's attention and help to reinforce what you say as well as help you keep on track with your presentation. You need to keep things visuals – and your remarks – simple and easy to read and understand.
- **Kick off start.** Start the presentation with some eye-opening facts from your findings. One good way to get the audience's attention is to start with a question.
- **Make the case relevant to the audience.** Make your points in presenting your findings to the audience. The more relevant your presentation is to the audience the more interested they will be.

- **Reduce your introduction.** The session chair will introduce you and save time for important points.
- **Never read from your slides.** Your audience will be reading your slides. Support them with more clarifications.
- **Practice speaking.** Practice your presentation as much as possible and consider the time you are given. You will only have 15 - 20 min. use it wisely, fully and effectively. The more you practice, the more comfortable you will be.
- **Avoid jargon.** Using more specific words may reduce the audience's interest. Especially when speaking about your institute's/company's processes.
- **Give priority to your findings.** Give priority to your findings and outcomes. Reduce the time that you spend on background.

Things to do before presentation at a seminar to prevent technical delays/issues

- Ensure that you are available at least 30 minutes before the session starts on the day of the seminar.
- All presentations must run on Windows operating system – the Laptop and the Presentations MUST be submitted to the IT table 15 minutes in advance to ensure that the sessions run according to schedule without any delays.
- Bring an extra-copy of your presentation to the seminar on a USB media storage device. This copy is to be used as a backup if required.
- Make sure the USB media storage device and your presentation file are properly labeled with your name, presentation day, and time
- Send your final presentation via email to the organizing committee by the prescribed deadline
- If you need special arrangements (Different operating system, videos to be displayed etc.,) you should make that known to the organizing committee by the presentation submission deadline.
- Please note that the organizing committee will not be held responsible for any technical issues occurring due to late communication.

Technical Assistance for your presentation

- Technical assistance will be provided during your presentation
- All presentations must run on Windows operating system – a Laptop and the Multimedia Projector will be available. The Microsoft PowerPoint is the recommended software to be used.
- SMART pointer will be provided. Click [here](#) for more information and guidelines regarding the pointer.

For Poster Presenters

What is a poster presentation?

As a poster presenter you can deliver your presentation effectively to an audience in the form of a poster.

There is no formal oral presentation in a poster session, instead each author is assigned a display area on which diagrams, graphics, data, pictures/photos, and a small amount of text are presented.

The poster should be self-explanatory, but the author should be available at certain times, such as refreshment breaks and during the time devoted to poster session, to interact with viewers and answer questions.

General Guidelines for Creating an effective Poster Presentation

How you should make the content of a poster? A good poster should answer following questions.

- Does the poster deliver a message?
- Is the information not enough or too much?
- Do the graphics express the information?
- Is the presentation original in its content or findings?
- Is the methodology mentioned?
- Are the aims and objectives mentioned?
- Are the conclusions/results presented?

Poster Size

Dimensions for the posters are 2*3 feet (Width 2 and Height 3). Please ensure that your poster does not exceed this size.

Poster Submission

Please ensure that you handover the poster to the organizing committee at the registration table.

Poster viewing session and Evaluation

A time slot will be allocated for the poster viewing in the seminar program and please ensure that you stand by your poster(s) for discussions and questions during that session.

Poster presenters are able to explain their material, answer questions, exchange contact information, and fully discuss the subject matter, as visitors examine the displays during the time allocated for poster presentation.