

Instructions for Free Communications Presenters

All presenters kindly take note of the NEW presentation format for APMEC 2024 Free Communications

1. Overview

15th & 16th January 2024 (Oral Presentations Days – *Online only*)

7 minutes: Presentation (no limit on number of slides)
4 minutes: Q&A

Best presenter from each session will be shortlisted

19th January 2024 (Oral Presentation Finale at the Main Conference – *Hybrid*)

5 minutes: Presentation (no limit on number of slides)
5 minutes: Q&A

2.1 Session Details (15th & 16th January 2024 - *Online only*)

- The format for your presentation will be as follows:
 - 7 minutes: Presentation using PowerPoint slides (no limit on number of slide)
 - 4 minutes: Q&A by judges (and participants if time permits)
- Only the presenting author should conduct the presentation and address the queries during the Q&A segment at the sessions.
- There will be 10 sessions in total (subject to changes) at the conference. You will be scheduled to present in one of the sessions (your presentation date and time will be announced later).
- There will be 1 Lead Judge and 2 Judges for each Free Communications session.
- **NEW:** The best presenter from each session will be shortlisted for the Finale on 19th January 2024 (see below).

2.2 Session Details (19th January 2024 - Finale at the Main Conference – Hybrid)

- **Only the shortlisted presenter** from each Free Communication session will be participating in the finale.
- The format for the 10 shortlisted presenters will be as follows:
 - 5 minutes: Presentation using PowerPoint slides (no limit on number of slides). You may use the same slides as you will be presenting to a wider conference audience and Chief Judges from other sessions. However, note that the time **duration is limited to 5 minutes.**
 - 5 minutes: Q&A by judges (and participants if time permits)
- You will be informed by **17th January 2024** if you are shortlisted for the Finale. Please check your mailbox and acknowledge receipt of the email.
- The Finale will have 1 Overall Chief Judge and 10 Lead Judges (from all 10 Free Communications sessions including the Lead Judge from your own session). The awardees (e.g. Winner, Runner Up, Merit) will be selected from the 10 presenters.

3. Presentation Format **[PPT format]**

1. Please submit your final presentation slides by **2nd January 2024**. More information on how to upload your slides will be provided. Presenters who send in their slides after 2nd January 2024 **will not be considered for any Conference presentation sessions.**
2. The slides submitted will be deemed as final and no further change will be allowed.
3. Presentation slides should be in English, landscape orientation
4. Slide dimensions - In MS PowerPoint, go to Design -> Slide Size -> 16:9 (widescreen)
5. Text used for the PowerPoint should be no smaller than font size 24 Times new Roman or equivalent. We recommend any standard, easy to read font. Decorative fonts may not display accurately on all devices.
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) stated clearly, directly below the title. Name of the presenting author should be in bold font.
8. 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. Free Comm)_First name_ Last name
E.g. 1000_Free Comm_Matthew_Tan

**** Please note that 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. We do not recommend presenting from mobile phones.**