

Instructions for Short Communications Presenters

Presentation Format

- Only the presenting author should be conducting the presentation and addressing the queries during the Q&A segment at the conference.

15th & 16th January (Oral Presentations Days – Online Only)

- The format for your presentation will be as follows:
 - 4 minutes: Presentation using a PowerPoint slide (only **one slide** should be used)
 - 4 minutes: Q&A by judges (and participants if time permits)
- There will be 10 sessions in total (subject to changes) and you will be scheduled to present in one of the sessions (your presentation date and time will be announced later).
- There will be a Judge for each Short Communications session. The best presenter from each session will receive a Merit Award.

Presentation Slide **[PPT format]**

1. Please submit your final presentation by **2nd January 2024**. Information on how to upload your slides will be provided. Presenters who send in their slide after 2nd January 2024 or do not conform to the guidelines (e.g. number of slides used) will not be considered for the awards.
2. The slide submitted will be deemed as final and no further change will be allowed.
3. The Presentation slide 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 14 Times New Roman or equivalent. We recommend using standard fonts as decorative fonts may not display accurately on all devices.
6. Title is to be stated at the top of the slide
7. 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 font.
8. The slide should contain the following headings: Introduction, Methods, Results, Conclusion
9. 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. Short Comm)_First name_ Last name
E.g. 1000_Short 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.**

