



Oral presentation guidelines

Practical guidelines:

- Save your presentation file either as a MS PowerPoint or PDF file.
- Save your presentation file into a memory stick and have it downloaded into the computer of the auditorium well in advance before the presentation. Check also that the file opens and works well. Own laptops cannot be used.
- The time allocated for offered papers is 12 min and additional 3 min are allocated for discussion.
- The time allocated for invited papers is 25 min and additional 5 min are allocated for discussion.
- The chairperson will give a sign to the speaker at 10 min for offered papers (there will be 2 min time to finish presentation and 3 min for discussion) and at 20 min for invited speakers (there will be 5 min time to finish presentation and 5 min for discussion) to indicate that it is time to approach the end of presentation
- It is important to keep the timetable so that all speakers have an equal chance to present their work

General presentation guidelines:

- The same principles of simplicity and clarity apply to both poster and slide presentations
- Your story should proceed logically, with headings indicating sections: Introduction, Objectives, Materials and Methods, Results and Discussion, and Conclusions.
- Use photos or flow charts to help your audience better visualize the materials and methods used. Graphs should have titles, the axes should be named, and units should be quantified. Tables should also be titled.
- Avoid excessive use of text.
- Conclusions should not merely be summary statements, but should provide the reader with your interpretation of what the results mean.
- As a crude rule of the length of the presentation, prepare approximately one slide per one minute of presentation.