

GUIDELINES IN PREPARING for the SCIENTIFIC PRESENTATION

1. Each presenter is given a maximum of 20 minutes. Adjust the number of PowerPoint slides for a 15-minute presentation to avoid rushing during the last few minutes of the presentation. After the presentation of all speakers in your Session, a 20-minute Q and A shall follow.
2. The first slide of the PowerPoint should contain the presenter's picture, name, designation and affiliation. The second slide should contain the title of the presentation and names of all authors. Use the standard size (4:3)
3. To ensure the smooth flow of the technical program, kindly submit a copy of your presentation (in pptx format) to apfanmalaysia@gmail.com on or before July 1st, 2024 with subject: **ORAL_SURNAME OF PRESENTING AUTHOR**

Some recommendations for your presentation:

- ✓ There is no official format for the flow of the presentation.
- ✓ There are no official font style and size for the presentations but the following are highly suggested for consideration:
 - Use a larger font size - “joy of 6” to avoid too much information on one slide
 - Use smaller but visible font size for citations/sources
- ✓ Indicate page/slide number for reference
- ✓ Use the pointer/laser feature in PowerPoint during the presentation (*Note: The laser pointer will be provided during the event*)
- ✓ Be mindful of the time spent per slide
- ✓ Photos and graphics used should be clear
 - Include citation if possible
 - Avoid using graphics with watermarks
- ✓ For tables, charts, and graphs
 - Use an appropriate color scheme
 - Complete data labels and legends
 - In tables, highlight the most important details (by encircling, boxing, etc.)