# Presentation Guidelines

1. All presentations have to be in **English.**

2. PowerPoint Presentation .ppt(x) facilities will be provided.

3. All speakers have to fill in Google Form for **Presentation Slide Submission .**

4. Organizer laptop will only allow electronic slide presentations in **Microsoft PowerPoint .ppt/,pptx** or **Portable Document File (PDF)** formats.

5. Please ensure that all graphics are embedded in the **Microsoft PowerPoint Presentations file .ppt/.pptx.**

6. When creating your slides, check your settings to ensure that page is setup for On-Screen Show (4:3).

7. The time allocated for each presentation:

| | |
|---|---|
| **Keynote Presentations** | **45 minutes** |
| **Plenary Presentations** | **30minutes** |
| **Technical Talks** | **20 minutes** |
| **Oral Presentations** | **15 minutes (inclusive 3 minutes of Q&A)** |