

## **Paper Presentation Guidelines**

The paper presentation will be conducted in oral mode. Each designated presenter must carefully check the schedule in advance. The paper presentation schedule will be published on the conference website inside the program and session schedule.

### **Checklist for Oral Presentation**

#### **1. Presentation Duration:**

- Total Time: 15 minutes
- Presentation: 12 minutes
- Q&A: 3 minutes

#### **2. Technical Setup:**

- Presentation slides should be in PPT format.
- Test the slide compatibility with equipment (projector, laptop) available in the designated session room, in advance.
- Submit the soft copy of the slide presentation to the corresponding volunteer at least 30 minutes before the session.
- Keep a backup of your slides.

#### **3. Content Focus:**

- Provide a solid introduction, highlighting the research problem, objectives, methodology, and results.
- Use readable fonts, high-contrast colors, and limit text.
- Use visual aids (charts, graphs, diagrams) to present and clarify data.
- Keep slides clear and uncluttered.

#### **4. Professionalism:**

- Dress professionally and maintain a calm demeanor.
- Speak clearly and maintain a steady pace.
- Ensure your presentation is clear, concise, and focused on the key findings.
- Keep track of time during your presentation. Make sure to conclude within time.