

## **Guidelines for Platform Paper Presentations**

### **Structure and Timing**

- **Presentation Duration:** Typically 8 minutes for the talk and 2 minutes for Q&A. Timekeeping will be strictly enforced.
- **Session Conduct:**
  - Each session is chaired by a Chairperson and Co-Chairperson who will manage timing and questions.
  - Presenters are signaled at 7 minutes to wrap up, leaving 1 minute for further speaking before Q&A begins.

### **Slide and Content Guidelines**

- **Slide Design:**
  - Maximum one slide per minute of presentation (usually 8-10 slides).
  - Content should be concise, using bullet points rather than full sentences.
  - Use clear, uncluttered visuals—graphs and tables should communicate key points, not details.
  - Recommended minimum font size is 20–30 points to ensure readability.
- **Content Structure:**
  - Title slide: Include presentation title and presenter's name.
  - Core sections:
    - Introduction/Background
    - Aims/Objectives
    - Methods (brief; avoid excessive detail)
    - Results
    - Discussion
    - Conclusions/Significance of Work
    - Acknowledgments (if needed)

- Highlight 2–3 main findings and their significance for the audience.
- Provide a clear take-home message on the final slide.
- **General Presentation Practices:**
  - Avoid dense text or overuse of data; focus on communicating central ideas.
  - Reduce jargon; explain technical terms for cross-disciplinary audiences.
  - Face the audience, speak clearly, and maintain eye contact.
  - Practice your talk to remain within the allotted time.

### **Pre-Session Responsibilities**

- **Preparation:**
  - Presenters must upload presentations in advance as per the conference instructions and check AV readiness.
  - Arrive at the session early and confirm presence with session coordinators or volunteers.