

Oral Abstract Presenter Guidelines

- Ensure we have your presentation by Monday 17 March, 2025 afternoon via provided email
- Arrive at the session room **at least 15 minutes before** the scheduled start time.
- Check your presentation slides are on the laptop at the venue and opens before the session begins.
- Each presentation must not exceed **10 minutes**. A warning will be given at **8 minutes**.
- Use clear and concise slides (recommended: **12 slides maximum**).
- Speak clearly and engage with the audience.
- Address questions concisely during the **5-minute Q&A** session.

4.5. Technical Considerations

- A laptop and projector will be provided; presentations should be in **PowerPoint format**.
- Ensure compatibility of any embedded media files.
- Bring a backup copy of your presentation on a USB drive.
- Bring a laser pointer and microphone (if needed)

6. Time Management & Compliance

- Strict adherence to timing is essential for smooth session flow.
- Presenters exceeding the **10-minute limit** will be asked to conclude.
- Sessions will begin and end as scheduled to maintain the conference programme integrity.