Presentation Guild line

General Information

- **Presentation Format:** Oral Presentation / Poster Presentation (as specified by the conference organizers).
- **Presentation Time:** Typically **10-15 minutes**, followed by a **5-minute Q&A session**.
- **Language:** English / National Language as per conference policy.
- **Submission of Materials:** Presenters must submit slides/posters **at least 48 hours before** the scheduled session.

Oral Presentation Guidelines

A. Structure of the Presentation

1. **Title Slide**

- Title of the research
- Presenter's name and affiliation
- Conference name and date

2. **Introduction (1-2 minutes)**

- Brief background and research problem
- Objectives of the study
- Research questions or hypotheses

3. **Methodology (2-3 minutes)**
- Study design (qualitative, quantitative, or mixed methods)
- Data collection and analysis techniques

4. **Findings (3-4 minutes)**

- Present key results using charts, graphs, or tables
- Provide a clear explanation of the findings

5. **Discussion (2-3 minutes)**

- Interpretation of results

- Implications and significance of the research

6. **Conclusion (1-2 minutes)**

- Summary of key findings

- Recommendations or future research directions

7. **Q&A Session (5 minutes)**

- **Be prepared to answer questions clearly and concisely**

B. Slide Preparation

- Use **clear, readable fonts** (e.g., Iskolapotha, Bamini, Times New Roman).
- Keep text **brief and to the point** (bullet points instead of long paragraphs).
- Include **high-quality images, graphs, or tables** to support your arguments.
- Maintain **contrast** between text and background for readability.

C. Presentation Delivery

- **Practice** beforehand to stay within the time limit.
- Speak **clearly and confidently**; avoid reading directly from slides.
- Maintain **eye contact** with the audience.
- Use appropriate **gestures and voice modulation** to emphasize key points.
- Engage with the audience during the Q&A session.

4. Technical Requirements & Logistics

- Arrive at the venue **at least 30 minutes before** your session.
- Bring a **backup of your presentation** on a USB drive and cloud storage.
- Check **audio-visual equipment compatibility** beforehand.
- Dress in **professional or business casual attire**.

5. Ethical Considerations

- **Give proper credit** to all referenced works.
- Ensure **plagiarism-free** content.
- Maintain **research integrity and professionalism** in all discussions.

Final Tips for a Successful Presentation

- **Rehearse multiple times** before the event.
- **Be mindful of time** and keep track of each section.
- **Stay confident, calm, and professional** during the presentation.
- **Interact with the audience**—engage and answer questions effectively.