Oral Presentation Guidelines for ICONS 2024

To ensure a smooth and effective presentation during the conference, please follow these guidelines for preparing and delivering your oral presentation:

1. Presentation Duration

- Each presenter will have a total of **10 minutes** for their session:

  o **8 minutes** for the presentation.

  o **2 minutes** for **Q&A**.

- Presenters must strictly adhere to this time limit to ensure a smooth transition between sessions.

2. Presentation Format

- **Slides**: Use **Microsoft PowerPoint** (.ppt or .pptx) or **PDF** format for your presentation.

- **Number of Slides**: Kind request to limit your presentation to **8-10 slides** to fit within the allocated time.

4. Presentation Logistics

- **Technical Assistance**: A technical assistant will be present in each room. Ensure you arrive **15 minutes before your session** to upload and test your presentation.

- **Equipment Provided**: Each presentation room will be equipped with a projector. Please bring your presentation on **USB drive** as a backup.

- **Backup**: We recommend keeping a backup copy of your presentation in your email or cloud storage.

5. Presentation Delivery

- **Practice**: Rehearse your presentation to ensure you stay within the allotted time.

- **Clarity and Engagement**: Speak clearly, maintain eye contact with the audience, and use gestures to emphasize key points.

- **Focus**: Highlight key findings and avoid getting lost in technical details. Use simple language where possible.

- **Q&A Handling**: Be prepared to respond to questions concisely during the 2-minute Q&A segment.

We look forward to your participation and wish you the best in presenting your research!