

# **Oral Presentation Guidelines for INFUSE 2025**

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:
  - **8 minutes** for the presentation.
  - **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!