



ORAL Presentation Guidelines

- Note that IHTEC-2025 is a completely onsite event. **No option for an online presentation.**
- We recommend sending your presentation to info@ihtec2025.org **one day before** your presentation so that technical staff can upload the file to the computer before the session. Please use the following naming convention: PAPERID.pptx.
- Bring a backup copy on a USB stick. We also recommend that you keep a copy in your email.
- Be in the room where your presentation is scheduled for 10-15 minutes before the beginning of the session. Inform the session chair or the technical staff that you are present. In case one of the speakers will not show up in your session, the session chair will continue with the next speaker. Hence, all the speakers must be present before the session starts.
- Check that your presentation file works just before the session starts.
- There will be a technical assistant in each room if you have technical issues.
- You will have 15 minutes, including Q&A (12-13 mins for presentation and 2-3 mins for Q&A).

Presentation Preparation Guidelines

Remember, your presentation is for your audience to see, not for you to read from. We have listed some recommendations for an attractive presentation:

- Keep your words large enough---at least size 24.
- Limit the number of words you put on a page
 - a. Avoid paragraphs
 - b. Use bullet points
 - c. Use succinct phrases instead of sentences
 - d. Limit each slide to 6 bullet points
- Fancy is not always better! Stick with simple fonts!
- Choose color combinations that make your text easy to read.
- Limit your graphics to 1-3 per page. Too many graphics can be distracting.
- Slides are designed to supplement your presentation---not to be your presentation. Please keep it simple, and don't read your presentation word for word from your slides.
- Basic rule of presentations----Bells and whistles are fun to put in, but they tend to be distracting for the viewer. Make sure that special effects have a purpose.
- Proofread and spell check! Proofread and spell check! Proofread and spell check!