



### **Guidelines for Oral Presentation [Oral Abstract]**

Oral sessions may have up to 10 presentations. Before the session begins, the Presenter and the Oral Session Moderators take the stage. Regardless of the number of presentations, sessions will follow the same general flow:

- Prepare a 5-minute presentation in a maximum of 5 ppt slides & title slide must include the presenter's abstract title, name, institution, and financial disclosure). The session moderators will cut off presentations longer than 5 minutes.
- For content slides, we recommend a font size of 26 to 32 (based on Arial font) for text. This provides for around 7 lines of text including a header. Details should be visible from the back of a large room (avoid overly detailed figures or large blocks of text).
- Highlight important details as the pointer does not always function well for this purpose in large presentation room.
- The final version of the presentation slides must be submitted in the presentation hall 30 min before the start of the session
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### **Guidelines for Poster (e-posters/physical posters) Presenters [Poster Abstract]**

#### **Physical Poster**

- Font types: Arial, Calibri, Verdana Times New Roman or Helvetica
- Size of the poster: Participants presenting poster in person: Kindly make a printed Poster size of 4 feet length x 3 feet breadth.

#### **E-Posters:**

- File Format: PDF file – 1 page is recommended
- Orientation: Please create your document in PowerPoint in Landscape Layout 16×9 and Save it as a PDF file Font types: Arial, Calibri, Verdana Times New Roman or Helvetica
- Font size: > 11
- Hyperlinks, animated images, animations and embedded videos are not permitted
- QR Codes may be included
- Images and tables: at least 200 dpi. Good picture quality is essential.
- When inserting images, photos, tables, etc., use copy-paste. Do not use embedded documents
- Avoid overlapping objects and layers. Only the final view/status will be visible
- When saving your PDF please do not use symbols or special characters (ie. +/@/ü) in the file name