

Tips and hints for oral presentations

Preparing your presentation

- The total time allowed for each presentation is 25 minutes with approx.
2 minutes for the introduction
18 minutes for the presentation
5 minutes for questions and discussion with the audience

Please ensure that your presentation's running time is 25 minutes long in order that the event's time schedule can be maintained. Please note that presentations lasting longer than 25 minutes may be cut short.

- Do not overload your presentation with too much text; use bullet points instead. Charts and pictures make your presentation more interesting.
- Do not overuse animation.
- Use enough contrast in your presentation (light colours on dark background and vice versa).
- Use good slide design, i.e. a standard and consistent font throughout the presentation and different font sizes for main, secondary and tertiary points. Using no more than 3 sizes and colours of fonts per presentation and limiting the use of capitals are also considered good practice.
- Plan enough time for each slide (rule of thumb: approx. 1 – 2 minutes per slide)
- Ensure that your presentation can be presented from any computer (do not use "exotic" software if possible, not even for certain parts of the presentation).
- The final paper and presentation should match.
- [Download Presentation Slide Pattern](#)

Presenting on the day

- Be arrive in the room 5 – 10 minutes before your session starts for an introductory meeting with the session chairman and the other speakers at the session. Please note that you are required to stay for the whole session.
- Be prepared to take questions from the audience.
- Speak clearly and not too quickly as not everyone in the audience will have English as their first language.
- Do not "hide" behind the podium.
- Do not read out your slides. Use bullet points and then provide detailed information during your oral presentation.
- When you use the microphone, please be careful to keep your mouth in range of the microphone, do not got too close or too far away; do not weave around or turn away to answer a question from the side.
- Please dress properly.