

ORAL PRESENTATION GUIDELINES



UUM
Universiti Utara Malaysia



Time Allocated

Your presentation has been scheduled for 15 minutes plus 2-3 minutes for discussion and questions from the audience. In the interest of fairness, please ensure that you keep to your allocated time frame. Please be advised that presentations exceeding the limit will be cut off by the moderators in the interest of time. You are encouraged to rehearse your presentation with slides in advance to ensure that your presentation fits within the allocated time.

Audio-visual equipment

Presenters will NOT be allowed to use their own laptop computers. There will be a Windows based laptop computer that will be available in the session room. Apple computers will NOT be available.

Presentations may only be given as PowerPoint presentations. No other audio-visual medium (e.g., slide, video, or overhead) or software is allowed. Prepare your presentation as a single PowerPoint file to run on an IBM compatible computer as a Microsoft Office 2010 format file. Computers available will run PowerPoint 2010. Save your file as a normal PowerPoint file (.ppt). Do not save your file as a PowerPoint Show (.pps) file. Conference computers will run on Windows 10.

The following audio-visual equipment will be in every parallel session room:

- One projection screen
- One LCD data projector
- Microphone
- A Laptop running Microsoft Office 2010

PowerPoint Presentations

Submission of your presentation prior to the Conference is strongly recommended. Presentations are to be saved in a compatible format and emailed to issc@uum.edu.my no

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later than Sunday 23rd September 2018. Name your PowerPoint file with the Paper ID Number and primary author's first name, e.g., 49_John.

Bring one copy of your presentation to the conference on a USB media storage device. This copy is to be used as a backup by you and the conference organizers if required. As an additional backup measure, consider saving an extra copy of your presentation on your web-accessible local server. Conference organizers will load all presentations on conference computers.

Speaker procedures

If you have emailed your presentation, you are still required to visit the Secretariat Room to confirm that your presentation file is loaded. Please ensure that you have a copy of your presentation on a USB as a backup. Please be in the Parallel Session Room no less than 15 minutes before the start of your session to meet the session moderator.

The session moderator will time your presentation and give you a warning signal at 1 minute remaining. In the interest of keeping the sessions to time, the session moderator will stop presentations that run over time.

Style of presentation

The organising committee of the Conference would like to encourage all presenters to maintain a 'conversational' style of presentation rather than reading from a prepared script. The aim of the Conference is to share information and ideas, and to generate discussion amongst attendees.

Further assistance

Should you require any further assistance, please contact the Conference Organising Committee Email: issc@uum.edu.my