Tips and hints for oral presentations

Preparing your presentation

- The total time allowed for each presentation is 20 minutes with approx.:
  - ► Introduction, about 1 minute
  - ► Presentation, about 12 minutes
  - ► Questions and discussion, about 5 minutes
  - ► Room/speaker change, about 2 minutes

  Please note that a presentation time of more than 12 minutes may be cut short, to ensure that the time schedule can be maintained.

- Presentation format: 16/9

- Insert your name in the footer of your presentation and number your slides.

- Do not overuse animation.

- Use enough contrast in your presentation.

- Have well-structured slides with bullet points and letters in an appropriate size, instead of too much text. Additionally, charts and pictures make your presentation more interesting.

- Use a good slide design:
  - ► Consistent font throughout the presentation; different font sizes for main and secondary points; no more than three sizes and colors of fonts per presentation; limited use of capitals.

- 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.

Presenting during the event

- Be present in the room 5-10 minutes before the session of your presentation starts for an introductory meeting with the session chairperson 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 as freely as possible, clearly and at a reasonable speed.

- Do not "hide" behind the podium.

- Your presentation will be streamed live from on-site on the digital platform.