

Guidelines for Presenters

We aim to create an interactive atmosphere and engage the audience through dialogue and discussion.

To achieve these goals, we have identified a few key guidelines that may be helpful in creating effective and engaging presentations.

Please contact us if you have any questions: icbf@ueh.edu.vn

Before the conference:

1. *Please follow the Tentative Program carefully.*
2. *Timing:* In order to leave enough time for the audience to ask questions and engage in the discussion it is crucial that all speakers stay within the allotted time. We encourage you to rehearse your presentation in advance to make sure that it does not exceed the time limit.
3. *Slides and Presentation:* We kindly ask you to prepare your presentations in Microsoft PowerPoint™, or convert them into Microsoft PowerPoint™ format. For any other format, we cannot guarantee compatibility and we might not be able to show your presentation. If you prepare your presentation on a Mac, please make sure to convert it to PowerPoint or pdf and arrive early to test it prior to your presentation.

General Tip:

- *One slide – One idea*
- *Do not use more than one slide per minute*
- *Limit the text on your slides – Focus on the main message*
- *Use not more than 20 words per slide*
- *Use clear visuals instead of text*
- *Limit abbreviations and unnecessary text*
- *Use bullet points instead of full sentences*

During the session:

- Each presenter will be allowed **30 minutes** for their presentation and discussion time if they are scheduled for **the morning of December 1st**. If You are presenting on **the morning of December 2nd or in the afternoon of December 1st**, they will have **20 minutes**.
- Before you connect to the Zoom meeting, please open your PowerPoint presentation on your desktop;
- Close all other windows/apps, especially email programs, that you will not be using during your presentation;
- Please raise your hand if you want to pose a question to the presenter (if you prefer, you can pose a question by sending a chat message directly to the coordinator).