



# TIPS FOR ONSITE SPEAKERS

## PREPARATION OF THE PPT PRESENTATION

- Please consider that you should have one/two slides for every minute of your presentation. So you are advised to prepare 20 to 30 slides maximum.
- **VERY IMPORTANT: You should limit the amount of text on slides.** The suggested amount of text per slide is no more than 5 - 10 words per sentence and 4 - 5 lines per slide.
- Use symbols or images instead of texts as often as possible so as to provide visual clues for the audience.
- You should avoid complicated charts and graphs (they can be included in the paper that you will have submitted).
- To ensure that slides are legible it is best to use nothing below 18pt font, 24pt font is recommended.
- Make sure to use spell check.
- You should start your presentation defining its objectives and providing a brief index of contents.
- You should end your presentation summarizing it.
- Try to make sure that the contents of your presentation are compelling and engaging.
- Number your slides so that the audience may be aware of the level of progressing in your presentation, please use the following type of numbering method: 1/20 (if the total number of slides is 20).

## PREPARATION OF THE SPEECH

- Please make sure your English is adequate for delivering the presentation.
- Make sure you have rehearsed your presentation also checking the time available for you to present (i.e. 20 minutes + 5 minutes to answer questions).
- You should not prepare a self presentation as the moderator will introduce presenters, on the basis of the speakers' profiles provided by each.

## DELIVERY OF THE SPEECH

- **VERY IMPORTANT: Please avoid reading directly off your slides.** Your slide is not a script to be read from.
- If you want to distribute handouts come prepared with copies ahead of time.
- Remember that you should present sitting in front of the webcam
- Body language is important, appropriate hand gestures and facial expressions can enhance the presentation and demonstrate confidence. Make eye contact with everyone in the audience.
- Summarize your presentation.
- Thank the audience for their attention.
- Make sure you finish your speech in **20 minutes** and be open to questions and answers in the following 5 minutes.