



Tips for Speakers

PREPARATION OF THE PPT PRESENTATION

- Please consider that you should have one to two slides for every minute of your presentation so you are advised to prepare 20 to 30 slides maximum.
- 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 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 clear and large fonts.
- You should start your presentation highlighting its objectives and end it, summarizing it.
- Try to make sure that the contents of your presentation are compelling and engaging.

PREPARATION OF THE SPEECH

- 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

- 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.
- Body language is important, appropriate hand gestures and facial expressions can enhance the presentation and demonstrate confidence.
- Summarize your presentation.
- Thank the audience for their attention.
- Make sure you finish your speech in **20 minutes** and be open to questions in the following 5 minutes.