



TIPS FOR SPEAKERS

Preparation of PPT presentation

- Please consider that you should have up to one to two slides for every minute of your presentation. Therefore you are advised to prepare 15 to 25 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. The presentation will be made on the basis of the speakers' profiles provided by each.

Delivery of the speech at the conference

- **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. It is not possible to make photocopies at the conference site.
- Make eye contact with everyone in the audience.
- 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.
- 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.