



**International Conference on  
Joint Innovations in Sustainable Engineering, Project Management and  
New Transformations in Computing and Communication  
IC-JSPMNTC Presentation Instructions**

**Oral Presentation Instructions**

**Language**

All the oral presentations should be done in **English**, the official language of the event.

**Presentation Time**

Each talk is 10 minutes long. We recommend dedicating 8 minutes to the presentation and 2 minutes to open discussion.

**File Formats and Filename**

Please save all the presentations in both .pptx and .pdf format and present during technical session as per the presentation schedule.

**PPT Structure**

*Maximum number of slides in presentation can be 15 and all authors are kindly requested to prepare the presentation in the structure mentioned below and kindly do not deviate from the format and maximum number of slides.*

- ❖ Title Slide [1 slide]
  - ❖ Contents [1 slide]
  - ❖ Introduction [Maximum 2 slides]
  - ❖ Methodology & Experimentation [maximum 2 slides]
  - ❖ Results and Discussions [maximum 2 slides]
  - ❖ Conclusions [maximum 2 slides]
  - ❖ Implications & Future Directions of current research [maximum 1 slides]
  - ❖ References [maximum 1 slides]
  - ❖ Collaborators [Mention All co-author Name with their affiliations and if any Collaborative research labs/industries] [1 slide]
  - ❖ Acknowledgement [1 slide]
  - ❖ Thank you [1 slide]
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## Online Presentation Platform



Click on the link below to download zoom in Android Mobile or Windows Laptop/Desktop  
<https://zoom.us/download>

### The following points should be taken into consideration when preparing your oral presentation

- ✚ Ensure that you are available at least 10 minutes before the session starts on the day of the conference.
- ✚ Each computer will have a recent version of the Windows OS installed with MS Power point as well as Acrobat Reader software. Presenters are **strongly** urged to use PDF for their presentations to avoid issues with fonts and other problems. Remember to embed all your fonts into your PDF presentation.
- ✚ If you will be playing video or animated media, make sure it runs on **Windows Media Player or VLC Media Player**.
- ✚ **JPEG images** are the preferred file format for inserted images. **GIF, PNG or BMP** formats will be accepted as well. Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than **300**
- ✚ **dpi** are not necessary and will only increase the file size of the presentation. Try to avoid overloading the presentation with unnecessary images.
- ✚ Suggested fonts are: **Arial Black, Times New Roman, Tahoma, Bookman old style and Calibri**. If you insist on using different fonts, these must be embedded into the presentation by choosing the right option when saving the presentation, see details below:

- **Click on „File“, then „Save As“**

- **Check the „Tools“ menu and select „Embed True Type Fonts“**

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## **Recommendations to make a good oral presentation**

- ✚ Its contents should be structured and have the following parts: title, introduction, methods, results, discussion, etc.
  - ✚ Presentations should not contain full paragraphs of text. Use a bulleted list or outline format and elaborate on the points in your talk.
  - ✚ Every slide should contain a title that summarizes the information presented on the slide.
  - ✚ Create a logical flow for your presentation.
  - ✚ Use large fonts, as big as realistically possible. Small fonts are hard to read.
  - ✚ Use ONLY WHITE background with dark text.
  - ✚ Avoid busy backgrounds that will make the text hard to read. Keep the background simple.
  - ✚ Limit your graphics to 1-3 per page. Too many graphics can be distracting.
  - ✚ Include a good combination of words, pictures, and graphics. Variety keeps the presentation interesting.
  - ✚ Make sure good internet connectivity at the time of presentation.
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