

## Guidelines for Presentation Foils

Authors of selected papers must submit the presentation foils in Power Point format (PPT) no later than 10<sup>th</sup> October 2012. The session chairs may review the foils and changes suggested must be incorporated.

Please use at least **36-point for titles** of the slides and at least **18-point font size for the text** in your slides.

The idea of the presentation is not to be a cut and paste from the abstract. It is to convey to the audience the main concepts in an easy and comprehensible manner.

**Presentation time is 12 minutes and 03 minutes for question-answer.** Please plan your slides accordingly.

- **Font:** Use a single font throughout. The font used should be visible from the back of the room so should be greater than 16 points
- **Visibility:** The presentation should be clearly visible to the audience at the rear
- **Bullets:** A brief bullet for each point being made, instead of writing complete sentences on the slides
- Each bullet should typically be 10-15 word long
- Each foil to have no more than 8-10 bullets
- **Time factor:** Expect to spend no more than 1 minute talking to each foil.
- **Figures:** Figures should have thick lines and sufficient darkness to be visible from back room
- Have some text to explain salient points of the figures
- **Number of slides:** Plan on 10-15 foils for a 12 minutes of presentation
- **Color Combination:** Avoid Bright Red/ Blue Heading with Black Body/ background
- **Diagrams:** You may include diagram(s) to make the slides more readable, so the text can be replaced by a diagram