

AFPICON Kerala 2025

Guidelines for Oral Paper Presentation at AFPICON Kerala 2025

To ensure consistency, clarity, and professionalism, presenters are requested to adhere to the following detailed guidelines:

1. Presentation Format

- **Time Allocation:**
- **Presentation:** 8 minutes
- **Q&A Session:** 2 minutes
- Total time: **10 minutes per speaker.**
- **Presentation Software:** PowerPoint (PPT or PPTX format)

2. Slide Guidelines

- **Number of Slides:** Preferably less than **10 slides**, including:
 - Title Slide
 - Content Slides (8 slides)
 - Thank You Slide
- **Slide Design:**
 - Keep slides simple and visually appealing
 - Avoid overcrowding with text or images
- **Font Style and Size:**
 - Use readable fonts (e.g., Arial, Calibri, or Times New Roman).
 - Minimum font size: **24 pts** for body text and **32 pts** for headings.
 - The aspect ratio of the slides should be 16:9
- **Colour Scheme:**
 - Use high-contrast colours (e.g., dark text on a light background)
 - Avoid bright, clashing, or overly decorative backgrounds
- **Bullet Points:**
 - Limit each slide to 4-6 bullet points
 - Avoid complete sentences; use concise keywords or phrases

3. Content Guidelines

- **Title Slide:** Include:
 - Title of the paper
 - Name of the presenter and co-authors (if any)
 - Institution or affiliation
- **Content Slides:** Should provide a clear and logical flow of information, covering:
 - Background/Introduction
 - Objectives or Research Questions
 - Methods/Methodology

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- Results/Findings
- Discussion/Interpretation
- Conclusion and Recommendations
- References
- **Thank You Slide:**
 - Include a simple "Thank You" message and contact details (optional).

4. Technical Requirements

- Slides should be compatible with **Microsoft PowerPoint 2019 or later versions**
- Use standard fonts to avoid compatibility issues
- If using multimedia (e.g., videos or animations), test compatibility beforehand and ensure they are embedded into the presentation
- The presentation file must be submitted **on or before 15 January 2024, 11.59 p.m.**

5. Delivery Guidelines

- **Time Management:** Rehearse to stay within the 7-minute time limit
- **Clarity:**
 - Speak clearly and confidently
 - Use a laser pointer or highlight key points if needed
- **Engagement:** Address the audience directly and maintain eye contact

6. General Tips

- Use charts, graphs, or images where relevant to support data and enhance clarity
- Avoid reading slides verbatim; explain and expand on key points
- Ensure slides are legible from a distance of **10 meters**
- Familiarize yourself with the presentation equipment in advance

7. Code of Conduct

- Presenters are expected to maintain a professional tone and demeanour
- Adhere to the allotted time strictly
- Time slots will be communicated directly as well as published on the conference website
- Questions from the audience will be moderated by the session chair

8. Evaluation Criteria

Presentations will be evaluated on:

- **Content Quality:** Relevance, originality, and depth
- **Clarity:** Organization and delivery of the content

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- **Visual Appeal:** Design and readability of slides
 - **Engagement:** Interaction during the Q&A session
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If you have any questions or require assistance, don't hesitate to get in touch with the Scientific Committee at abstract@afpikerala.in

We look forward to your insightful contributions at AFPICON Kerala 2025!

