**ORAL PRESENTATION GUIDELINES**

**Format**

• You should prepare a presentation that is a maximum of 12 minutes

• There will be an additional 3-minutes following your presentation for question and answer time

*It is a relatively short time so it requires conciseness for your presentation.*

**Preparation of Slides (**see template**)**

* **The template provided may be used.** Please use only the **Disclosure statement slide** that applies to your talk, and remove the other; 2 slides has been provided.
* If your work has been presented previously, this must be *disclosed* at the start of your oral presentation.
* You must include information about where and when the work was presented, and whether there was any *source of funding or conflict of interest.*
* Please use a 16:9 ratio when creating your slides if you are using your own personalised or organisation branded slides.

(Powerpoint users go to Design in the top toolbar and click on 'Page Setup'. In 'Slides

sized for' choose 'On-screen show (16:9)' and hit OK.)

**Submission of Power point**

You must submit your presentation slides by Friday 29th March 2024

Please save your PowerPoint file as pdf and

1. Submit here (up to 4MB)

<https://eservice.govmu.org/form/MAIFS/TEAM2024/PresentationForm/ApplicationForm.php>

1. If files are greater than 4 MB a link will be provided for sharing on Google drive and file should be named as follows on submission: SURNAMEAbsRef no.

This file will be provided to the technicians upload in the room ready for your presentation.