

ORAL PRESENTATION GUIDELINES

Inaugural Industry-University-Community Summit x 5th Swinburne Sarawak Postgraduate Research Conference 2025 (IUC-SSPRC25)

Each oral presentation is allocated **15 minutes** and must **not be exceeded**. There will be a maximum of **five (5)** presentations per parallel session.

To ensure a smooth and timely session, the 15-minute slot per speaker will be structured as follows:

- **10 minutes** – Speaker's presentation
- **2 minutes** – Q&A with the audience
- **3 minutes** – Buffer time for speaker transition, technical setup, or minor delays

Details about the presentation rooms will be available in the program booklet, which will be accessible via the event website once finalized. The booklet and relevant information will be shared with all participants one week before the event date.

Oral Presentation Awards

Papers presented during this session will be evaluated for the following awards:

- **Best Presenter Gold, Silver, and Bronze Awards**

Before Your Presentation

- Bring your presentation on a **USB flash drive** to the venue where your session is scheduled.
- **Backup your file** by emailing it to yourself (e.g., Gmail or Hotmail) or saving an extra copy on another USB stick.
- **Arrive at the venue at least 15 minutes before your session begins.** All presentation files must be uploaded in advance to ensure smooth transitions between speakers.
- **Personal laptops will not be permitted.** Presentations will be run from the venue's provided PC.

Slide Preparation Guidelines

- Use the **official PowerPoint template** provided, which includes the event branding and sponsor logos.
👉 **Download the template here:** [Widescreen \(16:9\)](#)
- Avoid overcrowding your slides with text. Keep content clear and concise.
- Use graphs, figures, and flowcharts instead of text-heavy tables whenever possible. Visuals are more engaging for oral presentations.
- Animations and transitions can enhance your presentation but use them sparingly to avoid distraction.
- If including videos or interactive elements, embed them in your slides. Do not rely on internet access, as connectivity may be unreliable.

