Oral and Poster Guidelines

Table of Contents

Instructions for Oral Presentations (Physical Participation)

All participants delivering oral presentations in person must adhere to the following guidelines to ensure a smooth and professional session:

1. Presentation Duration

- Each presenter is allocated a total of **15 minutes**.
  - **10 minutes** for the presentation.
  - **5 minutes** for the Q&A/discussion session.
- Please manage your time carefully. **Session chairs will strictly enforce the time limit** to ensure fairness and adherence to the schedule.

2. Presentation Content

- Your presentation should clearly outline the **research background, objectives, methodology, results and discussions, conclusions, and references**.
- Emphasize the **novelty and significance** of your work.
- Structure the content logically with smooth transitions between sections.

3. Presentation Format

- Use **PowerPoint**.
- Upload your **presentation to CMT** on or before **26th August 2025**.
- Bring your presentation on a **USB flash drive**.
- **Use widescreen format (16:9)** to ensure optimal display compatibility.
- Ensure your slides are **readable, well-designed**, and **free from excessive text**.
- **The template can be downloaded from the symposium website.**

4. Equipment and Setup

- A laptop, projector, and laser pointer will be provided at the venue.
- Presenters must report to the session room **at least 15 minutes before** the session begins to load and test their presentation in case you bring an altered version of your presentation (The schedule and session information will be provided later).
- Technical support will be available for set-up assistance.

5. Discussion and Q&A

- Following the 10-minute talk, a **5-minute discussion period** will be held.
- Be prepared to answer questions from the audience and the session chair.

6. Professional Conduct

- Dress in **professional or business attire** appropriate for an academic setting.
- Respect time limits and other presenters.

7. Attendance

- Presenters must remain for the **entire session** in which they are presenting.
- Active participation in discussions is highly encouraged to foster academic exchange.

Instructions for Oral Presentations (Online Participation)

1. Presentation Duration

- Each presenter is allocated a total of **15 minutes**.

   10 minutes for the presentation.

   5 minutes for the Q&A/discussion session.

Please manage your time carefully. Session chairs will strictly enforce the time limit to ensure fairness and adherence to the schedule.

2. Presentation Content

- Your presentation should clearly outline the **research background, objectives, methodology, results and discussions, conclusions, and references**.
- Emphasize the **novelty and significance** of your work.
- Structure the content logically with smooth transitions between sections.

3. Presentation Format

- Use **PowerPoint**.
- Use **widescreen format (16:9)** to ensure optimal display compatibility.
- Ensure your slides are readable, well-designed, and free from excessive text.
- **The template can be downloaded from the symposium website.**

4. Joining and Managing the Zoom Session

- Zoom link and session details will be provided later.
- Log in 15 minutes before scheduled start time of the session
- Rename your Zoom profile to "**PaperID_AuthorName**"

Submission of Backup Materials

Note: Video presentations are collected solely as a precaution against unforeseen technical issues. However, all online presenters are required to deliver their presentations live.

All participants delivering oral presentations online must follow the guidelines below to ensure a smooth and professional virtual session. Pre-recorded video presentations will be collected **one week before the symposium**.

5. Prerecorded video duration

- **Pre-recorded video of 10 minutes total**
- Strict adherence to the 10-minute limit is required. Overlength videos may be subject to editing or rejection.

6. Video Format and Submission

- Format: **MP4**
- Aspect Ratio: **16:9 (widescreen)**
- Maximum file size: **500MB**
- File name: **Oral_Paper ID_PresenterName.mp4**
- Upload the final video file to **CMT → Supplementary Material** (maximum file size: 700 MB) **by 26ᵗʰ August 2025** *(See Figure 1)*.

Figure 1

7. Technical Quality and Recording Tips

- Ensure **clear audio** and **high video quality** (minimum 720p recommended).
- Use **screen recording tools** (e.g., Zoom, PowerPoint Recorder, OBS) with a clear voice-over.
- Record in a **quiet, well-lit environment**.
- Speak clearly and avoid reading directly from the slides.
- Keep transitions smooth and visuals engaging.

8. Live Q&A Participation

- In case, the pre-recorded video is played, the presenter must **attend the live session** for a **5-minute Q&A** following the video.
- Be prepared to respond to questions from the session chair and attendees.

9. Professional Conduct

- Dress in **professional attire** in the video.
- Use minimal background distractions in your recording environment.

10. Attendance Requirement

- Online presenters must **remain present for the full session**.
- Active participation in discussions is highly encouraged to foster academic interaction.

Instructions for Poster Presentation (Physical Participation)

To ensure consistency and smooth display of all posters during the symposium, please adhere strictly to the following guidelines:

1. Poster Dimensions - A0 (ISO standards)
- **Width:** 841 millimeters (33.1 inches)
- **Height:** 1189 millimeters (46.8 inches)
- **Important: Do not alter these dimensions.** Posters that do not comply **will not fit** the designated display frames and **cannot be accepted** for presentation.

2. Poster Format and Layout
- **Orientation: Portrait** (vertical layout only)
- **Material:** Use **paper or lightweight flex** suitable for pinning or hanging.
- **Margins:** Leave at least **1-inch margin** on all sides.
- **The template can be downloaded from the symposium website.**

Content Structure
Organize your content under the following sections (clearly labeled):

- **Title:** Bold and large font (at least 72 pt), Centered at the top, Include names of all authors and affiliations
- **Abstract**
- **Introduction / Background**
- **Objectives**
- **Materials and Methods**
- **Results**: Include **figures**, **tables**, and **graphs,** Use **captions** and **legends** for clarity
- **Discussion (very brief)**
- **Conclusion / Implications**
- **Acknowledgments** (if any)
- **References** (a few key references in small fonts)

3. Design Tips
- Use clearly readable font size (from 4 feet away)
- Use **high-contrast colors** for background and text
- Avoid overcrowding—use bullet points, spacing, and visuals for clarity
- Charts and images should be **high-resolution** and labeled clearly
- Avoid using large blocks of text; keep wording concise

4. Mounting and Setup
- You must bring your **printed poster** to the venue
- Mounting materials (pins/clips) will be provided
- Presenters are responsible for **hanging and removing** their posters
- Posters must be in place by the time specified by the organizers (details will be emailed)

5. Poster Session

- At least one author must be available during the **poster evaluation period** to discuss the work with judges and attendees
- Be ready with a **2–3 minute summary** of your poster for viewers

Instructions for Poster Presentations (Online Participation)

Each presenter is allocated a total of five (5) minutes for live Q&A/discussion during the online poster session. **A soft copy of the poster** and **a three-minute pre-recorded video** will be collected for each poster presentation and displayed on the premises.

Five (5) minutes live Q&A/discussion

1. Preparation of posters

- Your poster should clearly outline the **abstract, research background, objectives, methodology, results and discussions, conclusions, and references**.
- Emphasize the **novelty and significance** of your work.
- Use **PowerPoint or PDF**.
- Poster size: **A0 (ISO standards)**
  - Width: 841 millimeters (33.1 inches)
  - Height: 1189 millimeters (46.8 inches)
- Ensure your poster is readable, well-designed, and free from excessive text.
- **The template can be downloaded from the symposium website.**

2. Joining and Managing Live Q&A/Discussion via Zoom

- Zoom link and session details will be provided later.
- Log in 15 minutes before scheduled start time of the session.
- Rename your Zoom profile to "**PaperID_AuthorName**".
- Share and navigate through your poster while speaking during the Q&A/discussion.

Submission of Materials

All presenters are required to submit (1) **a soft copy of poster** and (2) **a three-minute video** poster presentation, adhering to the following guidelines:

Soft copy of Poster

- Upload the file in PowerPoint or PDF format to **CMT → Supplementary Material (maximum file size: 700 MB) by 26ᵗʰ August 2025** *(See Figure 2)*.
- Name your file "**Poster_paper ID_PresenterName**"

Figure 2

Three-minute video poster presentation

✓ **Video Duration and Format**
- The total duration of the presentation must not exceed **three (3) minutes**.
- The video must be clear, concise, and focused on key findings or highlights of your research/project.
- Accepted video formats: **MP4**.

✓ **Presenter Appearance**
- The presenter must appear in a **video overlay window** at the **corner of the presentation screen** throughout the video.
- The presenter should be clearly visible, professionally dressed, and maintain eye contact with the camera.
- Ensure that the speaker's audio is **clear and audible**.

✓ **Visual and Audio Quality**
- **Minimum video resolution**: 720p (HD); **Recommended**: 1080p (Full HD).
- **Frame rate**: 30 fps or higher.
- Use **screen recording tools** (e.g., Zoom, PowerPoint Recorder, OBS) with a clear voice-over.
- Use a **quiet, well-lit** recording environment.
- Avoid background noise, visual distractions, or poor lighting.
- Use a **quality microphone** and webcam or camera to ensure clarity.
- Navigate through your poster as you speak.

✓ **Submission**
- Upload the final video file to **CMT → Supplementary Material (maximum file size: 700 MB) by 26ᵗʰ August 2025** *(See Figure 2)*.
- Name your video file "**Poster_paper ID_PresenterName**"