

XXX IIPS National Seminar 2025

Guidelines for Oral Presentations

Session format and timing

- Duration: All sessions are 90 minutes.
- Structure: Each session includes 4 or 5 presentations, followed by a group discussion with the audience.
- Chair: Each session is facilitated by a Chair.
- Discussant: Offers brief remarks on all papers before the audience discussion. If there is no Discussant, the Chair may serve in this role.

Presentation time limits

- 5-paper sessions: 12 minutes per presenter
- 4-paper sessions: 15 minutes per presenter
- Discussants: 10 minutes total to comment on all papers
- Audience Q&A: Approx. 15 minutes

Please strictly adhere to these time limits.

Chair responsibilities

- Keep time and ensure presenters do not exceed their allotted time
- Facilitate the audience discussion and manage Q&A
- Serve as Discussant if none is assigned

Arrival time: All Chairs, Discussants, and Presenters should arrive 5–10 minutes before the session begins.

Preparing your powerpoint presentation

- *Slide design tips:* Presentation must be in Microsoft Power Point Only – all other formats must be converted to PowerPoint before arriving at the conference.
- Title Slide: Include full names, affiliations, and contact info of all authors; highlight the presenting author.
- Limit Words: Aim for 3–4 bullet points per slide, with fewer than 10 words per bullet.
- Font Size: Please use standard fonts such as Arial and Times New Roman. Use at least a 20-point font for readability.
- Data Visuals: Use clear, colourful charts, maps, graphs, or images to highlight key findings.
- Avoid Large Tables: Convert complex tables into visuals or summarize key results in bullets.
- All videos should be embedded into your Power Point presentation.
- Slide Count: Prepare approximately one slide per minute of presentation time.
- Avoid Jargon: Define any technical terms or abbreviations before using them.
- Proofread Carefully: Ensure spelling, grammar, and clarity are polished.

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Guidelines for Poster Presentations

Poster Presentation and Display Schedule

Posters will be displayed for the full day on which the poster session is assigned to take place. Authors are responsible for setting up their poster at the beginning of the day, ideally before 10:00 am, and removing it at the end of the day. Each poster will be assigned to a numbered poster board. Refer to the final programme to confirm the board number assigned to your poster presentation. Authors should be present during the poster presentation session (12:30 to 14:00) to discuss findings with participants.

Presentation Preparation

- *Poster Format:* The maximum size of the poster format for XXX IIPS National Seminar 2025 is height 6ft and width 3 ft. Poster boards will be provided to display poster presentation materials.
- All posters should be based on the submitted abstract as accepted by the Committee.
- You are encouraged to bring your poster with you.

Poster design

Design your poster so that it is easy to read and includes visuals. Allocate the top of the poster for the title and authors' names and affiliations. Provide a clear and brief overview of your research topic or questions, data and methods, findings, and main conclusions. Consider using bullet points to summarize points and avoid jargon and abbreviations. When possible, highlight your main findings in visually appealing and clear graphs, maps, figures, and charts. Avoid large tables. Carefully proofread your poster before printing.

Engage with the poster visitors and judges

During 12:30 to 14:00, you will have the opportunity to discuss your research with conference attendees and poster judges. Consider developing a 2-minute summary of your research and its key findings. Posters will be judged on both content and style, including the importance and innovation of the research questions, visual appeal, organization, and effective written and oral communication of study and findings.

Mounting and supplies

Please make sure that the material used for the poster allows it to be posted on the boards. We recommend “Velcro Stickers” to mount your poster, tacks or pushpins. Supplies will be available at the conference centre.