Guidelines for Oral & Poster Presentations of NCVPRIPG 2025

Guidelines for Oral Presentations

- Oral presentations at NCVPRIPG-2025 are scheduled for 12 minutes, followed by an additional 3 minutes for questions and discussion. So, the total time per paper is 15 minutes.

- Presenters are required to use the equipment available in the session hall, which may include a desktop or laptop provided on the day of the event. The available device will operate on Windows OS with Microsoft PowerPoint pre-installed.

- Assistance from an NCVPRIPG-2025 volunteer will be available in the session hall to help with uploading, setting up, and projecting the presentation.

Kindly upload your presentation by 13th July 2025, 2.00 PM at the link below.

https://docs.google.com/forms/d/1HPHlFWHyqCpaO3nZDlellDStrxtdH3VYv-MxcHXcfnI/edit

Kindly ensure the file size does not exceed more than 10 MB. Upload the Presentation file as either PPT/PPTX or PDF version only by attachment.

Guidelines for Presentation Content

• **Avoid Too much texts:** Ensure that each slide communicates a few idea clearly, avoiding cluttered layouts or excessive texts.

• **Add visual appeal:** Incorporate images, charts, and graphics to convey information without using too many words and equations for your audience to read/understand.

• **Put in the practice:** Familiarize yourself with your slides and practice your delivery to refine your timing and confidence.

• **Concise and focused content**. For a 12-minute presentation, aim for around 10 to 15 slides to maintain a good pace, which will fit with the 1-2 minute per slide rule.

Preparing Your Oral Presentation for NCVPRIPG 2025

File Format:

• Prepare your presentation in either .PDF or .PPT/.PPTX format.
• Ensure that your slides are set up for on-screen display in 16:9 aspect ratio.

Fonts:

• Use standard Windows fonts only. Avoid non-standard or language-specific fonts that may not be displayed correctly on the provided equipment.

Images:

• Instead of copying and pasting images, always use the "Insert Image from File" option in PowerPoint.
• Supported image formats include JPG and PNG.

Videos:

• Only MP4 and AVI video formats are supported.
• To avoid playback issues, save your presentation in the .ppt/.pptx format
• If you have a video to display, please send the video along with your presentation file.

Technical Requirements:

• Presentations will be displayed on a Windows 10/11 PC using Microsoft PowerPoint.
• If you're using an Apple device, be sure to save your file with a .pptx or .pdf extension.
• Test your presentation on a Windows computer before sending it to avoid compatibility issues.