



ESAFS 2024 ORAL PRESENTATION GUIDELINES

The aim of conference is to engage the participants in meaningful sessions for the exploration on scientific advancements. Speakers need to adhere to the following guidelines to guarantee the success of the session.

1. TIME ALLOCATION

Presentation Type	Total Allotted Time
Keynote Speech	Maximum 30 min
Invited and Regular Oral Presentation	Maximum 15 min

Notes :

Each Invited and Regular Oral Presentation will present in the allotted time includes 2-3 minutes for preparation and Q&A / discussion.

All ORAL Presentations send PowerPoint Presentation (PPT) to the Organizing Committee esafs2024@tuaf.edu.vn no later than **20th March 2024 before we enclose the list of oral presentations in the ESAFS 2024 conference program.**

- All presenters are requested to reach the Session Room at least 15 minutes prior to the scheduled time and complete their presentation on time.
- A reminder will be given by the session chair when 3 minutes were left.

2. PRESENTATION PREPARATION

- Laptops equipped with Windows 10, Microsoft Office 365 Pro English (Word, Powerpoint, Excel) and Adobe Reader.
- LCD projectors, Screens, Laser pointers and Microphones.
- The presentation PowerPoint or PDF should be formatted with figures and tables, plain text is inappropriate.
- Speakers should have their presentation data ready in a memory stick and copy it to the laptop in the session room about 15 minutes before the session starts and make sure the PPT file could be displayed normally.
- **All speakers should inform the Session Chair (before the start of your Session) that you are ready to present.**

3. PRESENTER STANDARDS

Presenter Attire: Presenters are strongly encouraged to dress in business wear during presentations. Presenters should be well knowledgeable in the field of presentation to meet the audience.

Presentation Skills: Presentation would be definitely a topic of importance during conference session. Presenters should rehearse well in advance for the successful presentation with time management.

4. CONFERENCE ATTENDANCE/ CANCELLATION

In order to better arrange the sessions, if a presenters cannot show up on time or need to cancel the presentation, please inform the conference secretary earlier via esafs2024@tuaf.edu.vn and **ESAFS 2024's Conference Secretariat**.