icpsp

The 1st ITB International Conference
on Pharmaceutical Sciences
and Pharmacy
2020

Oral Presentation Guideline

1. The total time allotted to each speaker is **10 minutes**. Questions and answers will be done as panel discussion at the end of the session.

2. There is NO EXCUSE for using more than your allotted time. Rehearse your presentation several times; projecting slides and doing anything else you would otherwise expect to do at the meeting. It is a discourtesy to your audience, the Session Chair and the other speakers to exceed your allotted time. The Session Chairs are instructed to adhere to the printed schedule for the session. With parallel sessions this is critical to the overall success of the conference.

3. All presentations must be in English.

4. There are four parallel sessions in the conference and the Committee will try to minimize conflicts of topics between parallel sessions.

5. The presentation file and full paper (*if you need to proceedings*) should be submitted to the Committee by email **icpsp2020@fa.itb.ac.id** before **Friday, October 2rd 2020**. Please make sure that the submitted file is compatible and does not contain fonts that are rarely available in another computer, which will affect the presentation on the conference day.

6. The name of presentation file **MUST** include your presentation code and your Full name, e.g. OP-001-Suwandi Rahardi.ppt

7. Layout of your presentation is on your own style. However, it should be easily read by the audience. Please put your presentation code (e.g. OP-004, OP-005) followed by your name on the first slide of your PowerPoint.

8. In order to avoid any problems with your presentation, please make sure it is in accordance with the necessary requirements, and read the instructions below :

   a. We cannot accept PowerPoint presentations with macros (.pptm,.ppsm)

   b. Please only insert images into your PowerPoint presentation. Copy/paste may not result in displaying them correctly

   c. All videos or animations in the presentation must be embedded and run automatically

   d. We can not guarantee the smooth flow of linked data, pictures, websites or audio/video files from online sourced

   e. We recommend using only fonts that are included in the basic installation of MS Windows 7. Use of other fonts may disrupt the layout/ style of your presentation

   f. If you insist on using different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation

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Good Practice

- Show no more than 1 slide per minute of speaking time. This means approximately 8-10 slides MAXIMUM for the 10 minutes presentation at the symposium. It detracts from the quality of the presentation to flash numerous graphs, equations, or tables on the screen in rapid sequence in an effort to squeeze a presentation into its allotted time.
- We recommend a presentation format of 16:9.
- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.
- Put no more than 12 lines of text or 4 curves on any slide.
- Avoid lengthy tabulations of numerical data and limit equations to those for which the terms can be properly defined.
- Your audience needs time to interpret the data that you present. While you are very familiar with the data displayed, the audience is not. Describe the abscissa, coordinates, units and the legend for each curve
- When you display a curve, tell the audience what they should be looking for in order to grasp the point you are trying to make. The audience will not have time to figure it out for themselves.
- Use repetition in your talk to ensure the facts are understood by the audience.
- In addition to the body of the talk, present an introduction and a summary or conclusion.
- Include only information or data that can be properly explained in the allotted time.

Best Regards,
The 1st ITB ICPSP 2020 Committee