

ORAL PRESENTATION GUIDELINE

1. All presentation in the Oral Presentation must be delivered in English.
2. Participants are required to use the UPHIC logo on the presentation media. The logo can be downloaded [here](#)
3. There is no maximum number of slides.
4. The presentation media (PPT) shall be saved in power point format (.ppt) using the session ID and last name as the file name. For example: “Full name without title_Institution”. The PPT must be uploaded to Google Drive through [this link](#) no later than 3 days before the event.
5. Oral presentation duration shall not exceed 10 minutes.
6. Following the presentation, 5 minutes of Question and Answer (Q&A) session will be held.
7. Oral presentations may be viewed by other participants (other oral presentation participants and conferences attendees). Other participants are allowed to participate and pose questions in during the Q&A session.
8. If you have any questions regarding the procedure, please do not hesitate to contact us, send your questions in contact person.

ORAL PRESENTATION GUIDELINE (ONLINE PARTICIPANTS)

1. All presentation in the Oral Presentation must be delivered in English.
2. Oral presentation video submissions are to be made by participants through participant accounts (no later than 7 days before the event).
3. Participants shall use the VB (Virtual Background) by the committee for video background. can be downloaded [here](#)
4. Participants are required to use the UPHIC logo on the presentation media. The logo can be downloaded [here](#)
5. There is no maximum number of slides.
6. The presentation media (PPT) shall be saved in power point format (.ppt) using the session ID and last name as the file name. For example: “Full name without title_Institution”. The PPT must be uploaded to Google Drive through [this link](#) no later than 3 days before the event.
7. Video duration shall not exceed 10 minutes.
8. Following the presentation, 5 minutes of Question and Answer (Q&A) session will be held.
9. Oral presentations may be viewed by other participants (other oral presentation participants and conferences attendees). Other participants are allowed to participate and pose questions in during the Q&A session.
10. The maximum video resolution allowed is in HD (1280 x 720 or other “720p” setting).
11. The video file shall be saved in MPEG-4 (.mp4) format, using the session ID and last name as the file name. For example: “Full name without title_Institution”
12. Participants are required to record their screen (and microphone) during the presentation. Effective and free options are available on Linux, macOS, and Windows. If participants are comfortable with video editing, participants may export their slides as images, record an audio track, and combine the two using video editing software such as Kdenlive, iMovie, or similar. Participants must review their recorded presentation before submission. The video must be uploaded to Google Drive or

YouTube after finalizing it. The link for the video shall be given to the committee through the participant account.

13. If you have any questions regarding the procedure, please do not hesitate to contact us, send your questions in contact person.