



General Instructions for Oral Presentation

Language: The official language is English.

Equipment:

- Oral presentations should be only presented by PC (PowerPoint etc.).
- The Conference room is equipped with a laptop, video projector and sound system.
- Speakers are recommended to bring their presentation data by a USB memory stick as a backup.

PowerPoint slide preparation:

- Each speaker will have 10 minutes for presentation(max 7 mins slide presentation and 3 mins for closing or Q/A) except in Stein Auditorium(15 minutes; 10+5mins)
- To avoid compatibility problems and to allow the audience to view the slides easily, Organizer WONCA World Rural Health Conference strongly recommends the use following instructions **for editing PowerPoint slides:**
 - ✓ **Font Character: Times New Roman or Arial, Style - Regular**
 - ✓ **For content, please do not use a font size smaller than 18 points**
 - ✓ **No more than 6 lines per slide and 7 words in a line (6X7 rule)**
 - ✓ **Keep it simple and clear, not detailed**
 - ✓ **Use contrasting / complementary colours**
 - ✓ **Always use landscape paper format for your presentation.**
- All speakers have to meet in the room at least 15 minutes prior to the beginning of the session, in order to check their laptop with the equipment on the podium before the session starts.
- Due to limited time, the introduction for each speaker will be very brief.
- Before 2 minutes remain to end speech, will be warning sign (bell) and start concluding your presentation. During the time for discussion, listen carefully to the questions from the audience and answer them briefly. If you cannot answer the questions briefly, ask for a private discussion after the session.