

CEAT2025 – General Presentation Guidelines

1. Presentation Format

- **Type:** Oral presentation.
- **Duration:** 10–15 minutes presentation + 3–5 minutes Q&A.
- **File Format:** PPTX or PDF.
- **Language:** English.

2. Content Guidelines

- **Introduction:** Brief background, research gap, and objectives.
- **Methods:** Key techniques, experimental setup, or framework.
- **Results & Discussion:** Highlight main findings with visuals (graphs, images, tables).
- **Conclusion:** Summarize contributions and implications.
- **Acknowledgements:** Funding agencies, collaborators.
- **References:** Keep minimal; only essential ones on slides.

3. Professional Etiquette

- Respect the allocated presentation time. Session chairs may cut off overtime.
- Follow the instructions of the session chair and technical staff.
- Be courteous and constructive during Q&A.
- Ensure your presentation reflects professionalism and academic integrity.

4. Guidelines for Physical (On-Site) Presenters

- **Arrival & Check-In**
 - i. Arrive at the assigned session room 15–20 minutes before the session begins.
 - ii. Register with the session chair/technical team.
- **Equipment & Setup**
 - i. Presentations will run from the conference laptop (Windows).
 - ii. Save/transfer your slide presentation to the conference laptop before the session begins.
 - iii. Test your slides, videos, and animations in advance.
 - iv. Use the microphone and laser pointer provided.
- **Presentation Delivery**
 - i. Stand at the podium while presenting.
 - ii. Speak clearly and audibly; maintain eye contact with the audience.
 - iii. Keep within the allocated time.
- **Questions & Answers**
 - i. Use the microphone when answering questions for clarity.
 - ii. Respond briefly and professionally.

5. Guidelines for Online (Virtual) International Presenters

- **Platform & Access**
 - i. CEAT2025 will use the Zoom platform.
 - ii. Join the session 15-20 minutes before it starts for technical checks.

- **Technical Requirements**
 - i. Ensure a stable internet connection (wired preferred).
 - ii. Use a working webcam (keep the camera ON during presentation).
 - iii. Use a headset or external microphone for clear audio.
 - iv. Sit in a quiet, well-lit space with minimal background distractions.

- **Slides & Screen Sharing**
 - i. Share your slides in Slide Show Mode.
 - ii. Close unrelated windows/apps before presenting.
 - iii. Email slides to the session organizer in advance in case of connection issues.

- **Presentation Delivery**
 - i. Speak slowly and clearly (considering possible lag).
 - ii. Look into the camera to engage with the audience.

- **Questions & Answers**
 - i. Answer questions verbally or via chat if audio is disrupted.
 - ii. Keep responses concise.