Oral presentation Guidelines for Food Production and Technology Management Degree Programme

- Number of slides: Variable
    Number of slides may change from presenter to presenter depend on your speed, content, and your own style of presenting
- Content: Should contain Introduction, Objectives, Materials and Methods, Results and Discussion, Conclusion, References and Acknowledgement

    Include the UReS logo at the top right-hand corner of the first slide.
    (Higher resolution UReS 2022 logo can be downloaded from LMS)

- Time   : Seven (7) minutes for the presentation and three (3) minutes for discussion (Q & A)

Designing the 7-minute presentation slides

- Prepare your slides with summarised content of your research work
- Build your talk with a good flow
- Avoid complex terminology in the slides, be confident on each word you include
- Avoid too many words and try to use simple figures, flow charts, and/ or photos to support your talk
- Letters should be readable to the person at the last row
    o Minimum letter size you can use is 20-24 depending on the font type.
    o Use legible font type: E.g. Calibri

Delivering your presentation

- Do not introduce yourself (The chairperson will introduce you and your presentation title to the audience). Directly start your presentation.
- Rough break down for your presentation.
    You may change the time according to your research project not exceeding 7 minutes.
        Introduction & objectives: 2 minutes
        Methodology: 1 minute
        Results and Discussion: 3 minutes
        Conclusion: 40 seconds
        References, Acknowledgements: 20 seconds
- You may not need to read your references and acknowledgement one by one.
- Do not depend on the slides.
- Do not read the slides/ script.
- Speak clearly and use annotations.
- Make sure you use your time but do not go over it.

- Please rename your presentations by your student number and department (18xxxx_DLAS, 18xxxx_DAQF). You need to upload your presentations to the LMS **on or before 9.00 am on 13th February 2023**.

- Guide to submit your presentation:
  Log in the LMS >Home > All courses > FLFN-New2022 > ShortCourses2022 > UReS-2022 Presentation submission > Enrol to the course (Enrolment key is 2022) >
  Submit your presentation under the tab allocated for your department.

- UReS 2022 is scheduled to be held in-person and you are requested to be present at your presentation venue at least 15 minutes before your presentation.

- Please send any queries via LMS chat option.