

ORAL PRESENTATIONS

Your abstract has been chosen for an oral presentation at the Global Health Recalibration conference “Strengthening Outcomes, Education, Clinical Practice, and Research” to be held 4-6 September 2024 at the Empress Hotel and Convention Center in Chiang Mai, Thailand. Oral presentations are an important way to disseminate research findings. They also provide an opportunity for presenters to receive instant peer-reviewed verbal feedback. Such feedback can be useful in designing futures studies as well as in preparing your presentation as a manuscript for a peer-reviewed journal.

PRESENTATION INFORMATION

All oral presentations should be in English, the official language of Global Health Recalibration 2024. Oral presenters will be allocated 12 minutes for their presentation and 3 minutes for questions and answers with the audience. If the presentation exceeds 15 minutes, the Session Chair will interrupt, and the Q/A period will be shortened.

There will be a signal at the 10-minute mark and 12-minute mark then a FINAL signal to stop presenting and to take questions. The Session Chair of each room will facilitate the time markers with colored cards.

Please note that **only one author per abstract** will be allowed to present.

PREPARING SLIDES

Our experience indicates that up to 12 slides is optimal, allowing 1 minute per slide. You may choose to use more than 12 slides, but please be sure to complete your presentation within the allocated 12 minutes*.

The first slide should contain the abstract title and should list all authors and their affiliations. Slide 2 should contain presenter disclosures if there are any to report. Presenters do not have to read the disclosure slide to the audience because that information will be provided in the Program-at-a-Glance and Abstract books.

*Due to time constraints and technological difficulties, video can NOT be a part of your presentation.

SLIDE FORMAT

Microsoft PowerPoint Presentation Files (*.pptx) or Adobe PDF Files (*.pdf) will be accepted for presentations.

Sending your presentation beforehand: If you wish to send your presentation to us prior to the conference, please do so no later than 29 August 2024. Please make sure your file is titled as follows:

AbstractID_AbstractTheme_PresenterName

For example: A00XX_EducationalResearch_Merry

You can use [this hosted file drop](#). Simply click on the link and follow the instructions.

Bringing your presentation with you: If you bring your presentation with you, we ask that you test your file at the “AV Testing” desk just opposite the presentation room 1-5 on the 2nd floor. This will ensure that your file is working properly and will minimize delays in the presentation rooms.

EFFECTIVE PRESENTATIONS

Many first-time presenters spend too much time on their introduction and methods. Below are some helpful tips to make the most of your 12 minutes.

Sample Format:

Slide 1: Title and Authors

Slide 2: Disclosures (if any)

Slide 3: Background and Research Question

Slide 4: Methods

Slide 5-9: Results

Slide 10-11: Summarize hypothesis and findings

Slide 12: Future work and/or limitations

Slide Detail: Each slide should have a maximum of five points or short sentences. Slides should represent summary points of your discussion rather than your verbal presentation in totality. Avoid using transitions between slides and within slides as these become distracting.

Font: Use a clear easy to read font. You want to make sure that your font size is large enough that those in the back of the room can read them. A font size of 26 – 30 is acceptable. Errors encountered in the past were using un-common fonts and the system replaced them using common fonts which resulted in misplace and un-proportional distribution. Therefore, using common fonts such as Arial, Calibri, Helvetica or Times New Roman is suggested.

Illustrations: Minimize the amount of text on your slides and use graphs and illustrations whenever possible and appropriate. Avoid overly complicated figures that are hard to comprehend. The purpose of you giving your talk in person is to explain to the audience what the graph illustrates in an easy-to-understand manner.

Handling the Q&A: While answering questions can be unnerving for many, keep in mind that you are the expert of your own study. Feel confident in the fact that you designed and implemented the study and conducted the analyses. Do not try to answer questions to which you do not know the answer. You can always contact someone with the answer after the conference. This is a great way to network!

BE PUNCTUAL

Oral presentations will take place on 4-5 September. The time and date of the presentations will be posted on the conference website and will also be sent to presenters. The information will be posted as soon as it is finalized.

We ask that presenters be in their assigned room at the start of their session. The chair will let you know the exact order of the presentations. As a courtesy to the other presenters, please do not go over your allotted time.

ORAL PRESENTATION AWARDS

Awards will be given for the best oral presentations at the closing ceremony.

SCHEDULE

Day 1: Tuesday, 3 September 2024

1:00-4:00 pm AV testing open (2nd floor)

Day 2: Wednesday, 4 September 2024*, **

3:00-5:30 pm Concurrent Oral Presentations

Day 3: Thursday, 5 September 2024*, **

3:00-5:30 pm Concurrent Oral Presentations

Day 4: Friday, 6 September 2024

10: 50-12:00 pm Awards Presentation

* AV Testing will be available all day.

** Arrive at your assigned presentation room 30 minutes before the session.

RESOURCES

11 Tips for presenting at a conference:
<https://www.exordo.com/blog/presenting-at-a-conference/>

Crafting Compelling Slide Decks: A Comprehensive Guide to Presentation Excellence
<https://interactstudio.com/crafting-compelling-slide-decks-a-comprehensive-guide-to-presentation-excellence/>

How to handle questions during a presentation:
<https://www.secondnature.com.au/blog/how-to-handle-questions-during-a-presentation/>