

# Presentation Guidelines

The official language of the DSMIE-2023 is English.

## KEYNOTE PRESENTATIONS

Each presentation is 30 minutes long. It is recommended to use 25 minutes to present the main content and 5 minutes for open discussion/questions.

Keynote speakers can freely choose the format and style of their presentations.

Also, they can use the official template of the DSMIE-2023, which can be downloaded via the link <https://dsmie.sumdu.edu.ua/calls/presentation-guidelines.html>.

## BUSINESS-TO-SCIENCE PRESENTATIONS

Each presentation is 30 minutes long. It is recommended to use 25 minutes to present the main content and 5 minutes for open discussion/questions.

Keynote speakers can freely choose the format and style of their presentations.

Also, they can use the official template of the DSMIE-2023, which can be downloaded via the link <https://dsmie.sumdu.edu.ua/calls/presentation-guidelines.html>.

## SESSION PRESENTATIONS

All reports are grouped into thematic sessions, which usually consist of 6-7 oral presentations. Each presentation is 15 minutes long. It is recommended to use up to 12 minutes to present and 3 minutes for open discussion/questions.

**The recommended file type for presentations is PowerPoint (\*.pptx).**

The presentation files should be sent to the Organizing Committee ([dsmie@teset.sumdu.edu.ua](mailto:dsmie@teset.sumdu.edu.ua)) no later than **June 4, 2023**.

All presenters will be introduced to the audience by the Session Chair.

We highly recommend preparing a presentation in the structure mentioned below, and kindly do not deviate from the format and the maximum number of slides:

- Title Slide [1 slide];
- 1 Introduction and Major Challenges [1 slide];
- 2 Aim and Research Tasks [1 slide];
- 3 Research Methodology [up to 4 slides];
- 4 Results [up to 5 slides];
- 5 Conclusions [1 slide];
- Acknowledgment [1 slide];
- Thank you & Contacts [1 slide].

The template of the presentation can be downloaded via the link <https://dsmie.sumdu.edu.ua/calls/presentation-guidelines.html>.

Remember that you can expand your presentation by giving a speech; only essential information should be presented in slides. The recommended number of slides in the presentation is 15-20.

**The following points should be taken into consideration when preparing your oral presentation:**

- Ensure you are available at least 5 minutes before the session starts on the conference day.
- The session PC will be equipped with a Windows OS and MS PowerPoint software. Remember to embed all your fonts into your presentation.
- If you show video or animated media, ensure it runs on Windows Media Player.
- When preparing your slides, make sure they will be legible for the entire audience (i.e., use fonts of sufficient size). JPEG/TIFF images are the preferred file format for inserted images. Images inserted into PowerPoint are embedded in the presentations. Try to avoid overloading the presentation with additional images.
- Suggested fonts are Calibri, Arial, and Times New Roman. If you insist on using different fonts, these must be embedded into the presentation by choosing the right option when saving the presentation (Click on “File”, then “Save As”, and Check the menu “Tools” and select “Embed True Type Fonts”).

### **Recommendations to make an excellent oral presentation:**

- Contents of the Presentation should be structured and have the following parts: title, introduction, aim and research tasks, methodology, results, conclusions, etc.
- Presentations should not contain entire paragraphs of text. Use a bulleted list or outline format and elaborate on the points in your talk.
- Every slide should contain a title that summarizes the information presented on the slide.
- Create a logical flow for your presentation.
- Use large fonts, as big as realistically possible. Small fonts are hard to read.
- Use an ONLY light background with dark text.
- Avoid busy backgrounds that will make the text hard to read. Keep the background simple.
- Limit your graphics to 1-3 per slide. Too many illustrations can be distracting. Include a good combination of words, pictures, and graphics. Variety keeps the presentation interesting.
- Slides are designed to supplement your presentation, not to be your presentation. Please keep it simple, and do not read your presentation word for word from your slides.
- Fill out a storyboard before you begin to put your presentation together. It will help you stay organized, and things will get done faster. Do not read from the slide – vary your choice of words.
- Maintain eye contact with the audience.
- Use a laser pointer to indicate salient features of the slide as you speak (one will be provided in the session room).
- Speak loudly and articulate.

### **AWARDS**

One Best Presentation in each session (Sessions 1 – 4) will be selected based on the recommendations of the Session Chairs.

The Certificates for Best Presentation Award will be awarded during the Awards Ceremony (June 8, 2023).

Please note that only presented papers are eligible for the Best Presentation Award. The International Association for Technological Development and Innovations will grant awards.