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## **GUIDELINES FOR ORAL PRESENTATION**

### ***General Requirements:***

- Formal attire
- Be punctual

### **Regulations:**

You must be knowledgeable in your subject and answer questions during your presentation

Presenters should mention the sponsors of their research, if applicable, in their presentation.

### **Presenters:**

Oral presentation will be held in Al-Biruni and Al-Zahrawi  
There will be student volunteer in-charge for the session.

You are required to be in the hall at least 10 minutes before your presentation time

Only **TWO(2)** presenters are allowed to present.

All inquiries are to be directed to Dr. Hazlina Abd Ghani

### **Presentation:**

Oral presentation should be made in English.

The time allocated for oral presentation is 10 minutes (The first bell will be rang at 8th minute and following the last bell at 10th minute) followed by 5 minutes of question and answer (Q&A) sessions directed to all presenters (this is subject to change depending on the number of presentations).

Cover the same material as reported in the abstract

Give an opening statement to acquaint the audience with the nature and purpose of the study.

Briefly describe procedures and materials.

**Allocate most of the presentation time to the results of the study.**

State the results simply and clearly so that significant facts can be readily

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identified.

Conclude the presentation with a brief summary of the essential results you believe were demonstrated by the experimental data.

## **REHEARSAL AND DOWNLOADING YOUR FILE:**

### **Equipment:**

*The oral session hall will be equipped with the following:*

- *Open screen*
- *LCD projector*
- *Computer (With at least MS Power Point version 2007)*
- *Microphone*
- *Laser pointer*

All presenters are requested to prepare a MS PowerPoint (version 2007 and above) presentation file and upload it to conference hall on Monday 2-4.30 pm. No last minutes changes are allow.

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