



Asia-Pacific Innovations Forum (APIF2019)

13-14 June 2019

GUIDELINES FOR PPT PREPARATION

If you have a PPT for your Oral Presentation/s in the Parallel Sessions, follow these guidelines:

- Your PPT must have the obligatory parts: Title, Author and Affiliation, Rationale, Aim and Objectives, Methods, Results and Conclusion.
- In each part in general, only provide the key words or phrases. Avoid typing the whole paragraphs and sentences on each PPT page and reading each page during your presentation.
- Limit the use of CAPITAL words and CAPITAL phrases.
- Use a font type and a font size that are easy to read from some distance.
- Use background colors that will help enliven rather than deaden the impact of your text and presentation.
- Minimize the use of unnecessary photos and visuals in your PPT.
- Simplify your tables and figures if you have any.
- You shall have 20 minutes to complete your oral presentation – this means you need 10 slides.
- Practice before the date of your oral presentation to strengthen your familiarity and mastery of the contents and breadth of your topic and presentation.
- During your presentation, ensure that you converse meaningfully with the audience. You are there at the forum for your audience, thus you need to communicate with them fully and convincingly. The PPT is just your platform and you as the presenter serve as the bridge between the PPT and the audience. So your role is KEY.
- Submit your PPT material, on or before June 5, 2019, to kyle.mendoza@dlsu.edu.ph.
- When you submit your PPT file, the file must be labelled using your OFFICIAL NAMES—first, middle initial and surname (e.g., Romeo B. Lee)