

GUIDELINES FOR PHYSICAL PRESENTERS

A. SPECIFIC CONDITIONS

1. Presentation Duration

i. Each presenter is allocated a total of **10 minutes**, comprising:
   - **8 minutes** for the presentation; and
   - **2 minutes** for the Question-and-Answer (Q&A) session.

ii. Presenters are required to adhere to the allocated presentation and Q&A duration.

iii. Presenters are advised to organise and rehearse their presentation accordingly to ensure that the key aspects of their work are effectively presented within the allocated **8 minutes**.

2. Presentation Content

i. The presentation shall provide a clear and concise overview of the work presented.

ii. Presenters are advised to include the following components, where applicable:
   - Introduction/Background
   - Objectives
   - Methodology
   - Results and Discussion
   - Conclusion

iii. The content presented must be consistent with the title and abstract accepted for the conference.

3. Slide Submission

i. The presentation slides must be prepared in **Microsoft PowerPoint/Canva (.ppt or .pptx)** or **PDF format** and named according to the following file naming convention:

STEAM2026_Paper ID_Presenter Name
(e.g., **STEAM2026_ID01_Lusia.mp4**).

ii. The presentation slides, prepared and named according to the above requirements, MUST be submitted through the designated submission link **on or before 30th October 2026**:

1. PHYSICAL PRESENTATION

iii. Presenters are advised to keep a **backup copy** of their presentation file for use during the presentation session.

4. **Presentation Session**
   i. Presenters must be present at the designated presentation venue **at least 15 minutes before the commencement of their scheduled session**.
   ii. Presenters must follow the presentation sequence determined by the Organiser.
   iii. Presenters must remain available throughout their designated session unless otherwise instructed by the Session Chairperson.

B. GENERAL CONDITIONS

i. The presentation shall be delivered by the **registered presenter**.

ii. Presenters must comply with all instructions and requirements stipulated by the Organiser and Scientific Committee.

iii. The presentation must be consistent with the title and abstract accepted for the conference.

iv. Presenters are responsible for the accuracy, originality, and academic integrity of the content presented.

v. Failure to comply with the stipulated presentation requirements may affect the presenter's eligibility for the **Best Presenter Award**, where applicable.

vi. The Organiser reserves the right to amend these guidelines as deemed necessary to ensure the proper and orderly conduct of the conference.