

ORAL PRESENTATION GUIDELINES

15 MINS PRESENTATION

5 MINS Q&A

1 Presentation Duration

- Each presenter will be allocated **15 minutes for presentation** and **5 minutes for questions and discussion**.
- Presenters are requested to **strictly** adhere to the allocated time.
- The session chairperson will facilitate the Q&A session and manage the presentation time.

2 Presentation Format

- Presenters may deliver their presentation in **either Malay or English**, according to their preference.
- Presentations should be prepared in **PowerPoint (.pptx) or PDF format**.
- The recommended slide ratio is **16:9 (widescreen)**.
- Please ensure that all text, figures, tables, and other visual elements are clearly visible and readable.

3 Recommended Presentation Structure

- Presenters are encouraged to organise their presentation around the following sections:

Fundamentals Research

- Title** – Paper title, author(s), and affiliation
- Introduction** – Background, research problem, and research gap
- Objectives / Research Questions**
- Methodology** – Research design, participants/data, and analysis methods
- Results / Findings** – Key findings supported by relevant figures or tables
- Discussion** – Interpretation and implications of the findings
- Conclusion** – Main conclusions, implications, and recommendation

Best Practice

- Title** – Paper title, author(s), and affiliation
- Organizational Background**
- Issues (Problems and Potential)**
- Rationale, Aims and Objectives**
- Project Activities**
- Estimated Costs**
- Project Schedule**
- Project Evaluation**
- Contingency Plan/Program**
- Summary**

Action Research

- i. **Title** – Paper title, author(s), and affiliation
- ii. **Reflection**
- iii. **Issue/Focus of Study**
- iv. **Objectives of Study**
- v. **Target Group**
- vi. **Research Implementation**
- vii. **Suggestions for Further Research**

The structure may be adapted according to the nature of the research.

4 Slide Design

- Keep slides **clear, concise, and visually engaging**.
- Avoid excessive text and use short bullet points where appropriate.
- Use appropriate charts, diagrams, images, or tables to support key points.
- Use consistent fonts, colours, and formatting throughout the presentation.
- A minimum font size of **24 pt** is recommended for the main text.
- Avoid excessive animations, transitions, or decorative elements that may distract from the content.

5 Submission of Presentation Slides

- Presenters are required to submit their presentation slides before the conference on UPC system.
 - Log in to the PAKSI 2026 UPC/Indico system.
 - Select **My Contributions**.
 - Click on the title of your accepted paper.
 - Scroll to **Presentation Materials**.
 - Click the **pencil/edit icon**.
 - Select **Upload files**.
 - Upload your presentation in **PDF or PowerPoint format**.
 - Click **Upload** to complete the submission.
- Presenters should also bring a copy of their presentation on their personal device as a backup.

6 Online Presentation

- Ensure a **stable internet connection** before the session.
- Test the microphone, camera, and screen-sharing functions in advance.
- Join the virtual session at least 15 minutes before the scheduled presentation.
- Keep the presentation file readily accessible for screen sharing.
- Presenters should remain available during the Q&A session.

7 Important Reminder

Presenters are kindly requested to:

- Follow the allocated presentation time.
- Ensure that the presentation content corresponds to the **accepted paper/abstract**.
- Attend the assigned session according to the conference programme.
- Follow the instructions of the session chairperson and technical team.

Thank you for your cooperation.
We look forward to your valuable contribution to the conference.