



VANUATU HEALTH RESEARCH SYMPOSIUM

Oral Presentation Guidelines

Guidelines

- **Length:** Presentations should be no longer than 10 minutes. The usual speed is 1 slide per minute therefore aim for a maximum of 10 slides. There will be 5 extra minutes at the end for questions.
- **Format and template:** Prepare the presentation in PowerPoint format (v2019 or higher). Use the template provided on the Symposium webpage: <https://moh.gov.vu/healthsymposium/>. Save as .ppt, .pptx, .pps, or .ppsx file type
- **Language:** Talks and slides can be delivered in English, French or Bislama (or a combination). It is up to the presenter to decide but for those who aim to present in international conferences it is a good opportunity to practice presenting in English!

Submitting your presentations

- Please email your slides to vanuatu.health.research.symposium@gmail.com BEFORE the Symposium begins

Online presentations

- If you cannot present in person, please inform the Symposium Organising Committee at vanuatu.health.research.symposium@gmail.com BEFORE the Symposium

Notes:

- You will be allocated to a session of 4-6 speakers. The final program will be released ahead of the start of the Symposium. Please respect the pre-assigned presentation time.
- It is important not to go over 10 minutes. Practice to ensure you comply with the timing. You will be alerted at 8 minutes and then asked to stop at 10 minutes (even if you have slides left).
- Please arrive early to your session. You should arrive at least 10 minutes before the beginning of your assigned session to check your presentation and let the moderator know you have arrived.

For more information:

email vanuatu.health.research.symposium@gmail.com

visit <https://moh.gov.vu/healthsymposium/>