

ORAL PRESENTATION RULES

Authors need to be aware of the following guidelines regarding their oral presentation:

1. Preparation:

- Use the provided **PowerPoint Template** when making the presentation. Enter the required information in the first slide as instructed (title and authors). After the first slide, authors can create the rest of their presentations according to their creative preferences.
- Limit the presentation to up to **30 slides maximum**, or **up to 20 minutes** of presenting.
- Use more **visual aids** (pictures, tables, graphs, etc.) and avoid using large blocks of text (or whole slides of text), especially in consecutive slides.
- Focus on an **easy-to-understand presentation**, in which even individuals not acquainted with the topic they are presenting can easily understand them.

2. Delivery

- After completing the oral presentation, the corresponding author should send a copy of the PowerPoint presentation to info@key.com.mk, at the **latest by the 15th of May**.

3. Presentation

A). **Pre-presenting** - when it is time to present, the chair, or co-chairs, of each session will invite each presenter to the stage to conduct their presentation. All presentations will be placed in a central laptop folder, organized by congress day, and the name and number of the presenter. Authors can see at what time slot (day and session) their oral presentation is scheduled by checking the congress oral program.

B). **Presenting** - Presenting should last no less than 15 minutes, and no more than 20 minutes (ideally, around the 18-minute mark). If the presenter oversteps their time, their presentation will be cut short by the chair or co-chair of the session.

C). **Questions** (by the audience) - After presenting, the chair or co-chair will open the floor to the audience for questions to be posed to the presenter, which should last around 5 minutes. If a presenter anticipates that the audience would ask more questions of them due to the topic they are presenting, the presentation should be on the shorter side, to allow more time for answering questions.

- After finishing their presentation and answering the questions of the audience up to their 25-minute time limit, the presenter takes their seat in the audience again.