Guidelines for Oral Presentations

Oral Sessions

Oral sessions will be moderated by a session chair. Each presentation is strictly limited to 15 minutes—12 minutes for the presentation and 3 minutes for discussion or questions. The session chair will introduce each presenter to the audience.

PowerPoint (PPT) Slides

- The recommended number of slides for a 15-minute presentation is 15 to 20.

- Presentation files should be brought on a USB drive, memory stick, or similar device.

- The content should be structured with the following sections: Title, Introduction, Methods, Results, Discussion, and Conclusion.

- Avoid full paragraphs of text—use bullet points or an outline format to highlight key information. Expand on these points verbally during your talk.

- Each slide should have a clear and concise title summarizing its content.

- Ensure a logical flow throughout your presentation.

- Use sans-serif fonts (e.g., Arial, Helvetica) for better readability on large screens.

- Fonts should be large and legible. Avoid small text.

- Maintain strong contrast between text and background (e.g., dark background with light text or vice versa).

- Limit graphics to 1-3 per slide to avoid clutter.

- Combine text, images, and graphics effectively to maintain audience engagement.

- Use animations sparingly to avoid distractions.

- Graphs and figures are often more effective than tables.

- If your presentation includes videos or interactive materials, ensure they are embedded in the file and notify the Conference Secretariat in advance.

- Slides should be formatted in 16:9 (widescreen) aspect ratio.

- Technical assistance will be available at the venue.

Deadlines

After July 30th speakers whose abstract has been accepted will be informed of the deadline to must submit their PPT presentation via email to brucelosis2025@una.cr.

Speakers' Room (Slide Centre)

A speakers' room will be available near the registration area for previewing slides and multimedia content. Our staff will be available to assist with any last-minute adjustments.

Post-Conference Publication

Unless otherwise agreed, a PDF version of the slides will be made available for download on the Conference website after the event.