

Human Development *for a Sustainable World*

July 15-16, 2025 | Mandarin Hotel BANGKOK

Presentation Guidelines

Key Guidelines Summary for Presenters

- All presentations must start and end on time to ensure the smooth running of the program.
- Please arrive at least 5 minutes before your session for set up and preparation.
- A session chair will be assigned to each oral presentation session and will provide timekeeping and speaker instructions.
- All presentations (oral and poster) must be conducted in English.

Oral Presentation Guidelines

- Format:** Oral presentations are individual research presentations, grouped into sessions by similar topics. Each session is either 60 minutes (3 presentations), or 75 minutes (4 presentations).
- Preparation:** Presenters must bring their presentation files to the registration desk before 10:00 AM on the day of their presentation. Our staff will upload the files to the assigned presentation room.
We recommend bringing the presentation in both .pptx (or .ppt) and .pdf formats to ensure compatibility. Please do not use Canva, as it may pose compatibility issues. A student volunteer will be available in each room to provide assistance.
- Timing:** Each presenter is allocated 15 minutes total, including presenting and Q&A. We recommend 12 minutes for your presentation and 3 minutes for audience questions. Additional Q&A may be possible at the end if time allows.
- Chairing:** A session chair will be assigned to each session to introduce each presenter and their presentation title. They will also monitor time to keep the session on schedule.

Presentation Design Tips (PowerPoint):

- Keep backgrounds clean and professional.
- Avoid excessive text, use keywords, and bullet points.
- Use visuals (charts/graphs/images) where possible rather than text-heavy tables.
- Provide captions that explain the takeaway from each visual.
- If you intend to play a video clip, please be aware that compatibility issues may arise. We recommend having an alternative plan prepared.

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Poster Presentation Guidelines

The poster presentation session will be held on July 16. However, please bring your poster and check in at the registration desk on July 15. Poster presenters must be present at their posters during the scheduled session to engage with attendees and answer questions.

Presenters are responsible for printing and bringing their own posters. Velcro will be provided, but you are welcome to bring your own if preferred, though it is not necessary.

Poster specifications:

We recommend A0 portrait format, with maximum dimensions of 1.2 meters (width) × 1.2 meters (height). Please ensure the body text is no smaller than 24 pt to maintain readability from a distance.

You are welcome to include QR codes linking to videos, websites, or supplementary materials to enhance engagement.