Presentation Guidelines

INTERNATIONAL CONFERENCE ON BUSINESS, ECONOMICS, MANAGEMENT, AND SUSTAINABILITY (BEMAS)

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PRESENTATION GUIDELINES

You are required to prepare PowerPoint slides (or PDF) to support your presentation. To facilitate a smooth transition between speakers, you will need to load your presentation onto the computer before your stream. Please make sure you email a copy of your slides to the session chair at least 48 hours prior to the conference.

If you attend the conference in person, please make sure you also bring your presentation on a data stick or other portable memory devices. You will not generally be able to plug your own laptop into the conference projection system.

If you require special technology for your presentation, please email our Conference Coordinator Ms Dwi Sugiharti as soon as you can and we will do our best to assist you.
Dwi can be reached via her email: Dwi.sugiharti@my.jcu.edu.au

All sessions will be recorded, but will not be disseminated without the authors' consent

ACADEMIC AND PHD PRESENTATIONS

The time allocated for a presentation is 20 minutes, with a further 5 minutes allowed for Q&A and discussion. Most presentations are organised according to a predictable pattern. There are three main sections: introduction, body and conclusion. The following provides a general structure to assist you in preparing your slides:

- A title slide – Title of your paper, authors names and affiliations
- A background slide where you set the scene of your research for the audience and provide the importance of your research
- One slide to reporting a handful of selected existing literature
- One slide with the hypothesis/research question you want to investigate (if your paper is a review paper, you need to express that clearly)
- Two or three slides covering your research design and methods
- Remaining slides on data collection, estimations, results, discussions and conclusion
- Slide show presentations are limited to 15 slides in total (including the title slide and thank you slide) averaging 90 seconds per slides.
- It is generally distracting to the audience to have too many slides
- Do not make your slides too wordy– you want the audience to listen to you and not to be reading your slides!
- Fonts: Widely used fonts such as Arial, Calibri or Helvetica is recommended for clarity and compatibility. We recommend a font size of at least 24 points for body text and 36 to 40 points for headings. Light-coloured text on a dark background or dark-coloured text on a light background is fine. Avoid using red or green ink font. The maximum number of lines in text slides is no more than 6 or 7.

PROFESSIONAL/INDUSTRY PRESENTATIONS

The time allocated for a presentation is 20 minutes, with a further 5 minutes allowed for Q&A and discussion. The following provides a general structure to assist you in preparing your presentation:

- A title slide – Title of your presentation, presenters names, roles and affiliations
- A background slide where you set the scene for your topic to the audience
- One or two slides to provide a problem statement and why the issue requires attention
- Two or three slides covering solutions, or examples of best practices, etc.
- You should not require any more than 12-14 slides
- Feel free to use images or other visuals to report on facts and other important information
- Feel free to adopt an interactive presentation style to capture the attention of the audience

REMOTE PRESENTATIONS: OPENING AND CLOSING REMARKS

It is important to add an introduction and closing to your presentation. Below are a few suggestions you can utilise.

INTRODUCTION: you can start your presentation by introducing yourself and your affiliation:

- Hello everyone, my name is < your name>, and I am < your position such as lecture, PhD candidate, professor, etc.> at <your affiliation and your Country>. The topic of my presentation is < your topic>. If you have any questions or comments during the course of the presentation, please feel free to type them in the CHAT window.

CLOSING: So that concludes my presentation for today, Thank you for listening and I would be happy to take a few questions now.
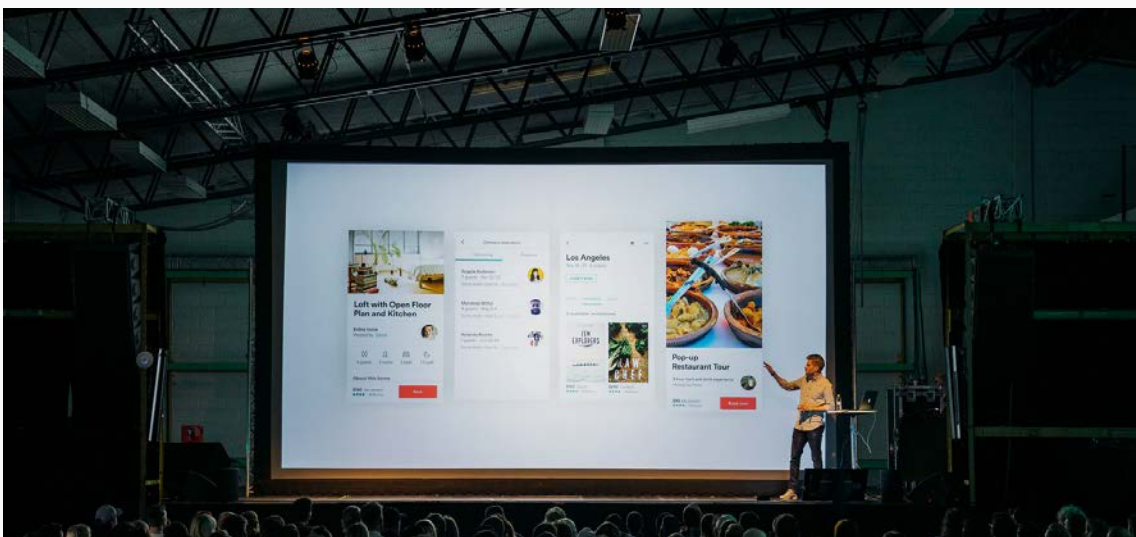
REMOTE PRESENTATIONS: TECHNICALITIES

If you are presenting remotely (virtually), here are some hints and tips to ensure you run a successful presentation:

- Test your Zoom connection ahead of time, especially your audio and video
- It is highly recommended that you use a USB microphone (rather than inbuilt microphones) for audio clarity
- Ensure your microphone, headphone, or speakerphone is near you.
- Mute your Zoom session or phone when not in use.
- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be utilising to ensure there are no video irregularities.
- Webcam: Cameras should be placed at face level, ideally 70cm away from your seated film position
- Set up your space in a quiet area
- If you don't want to be "on screen" all the time, we recommend you start your presentation by talking to the camera to introduce yourself. Then you can close your camera and only show your PowerPoint presentation as you present. You are then recommended to open your camera towards the end of your presentation to actively participate in the Q&A.

ATTIRE REQUIREMENTS AND PHYSICAL BACKGROUND

If you are presenting remotely, please:

- Avoid wearing stripes, chequered, or herringbone patterns, as they dance around on the screen and are distracting
- Minimise jewellery. Remove jewellery that moves, makes noise or could hit your microphone.
- Ensure you are indoors and in a well-lit room
- Ensure your physical background is not of a bedroom
- Ensure your physical background is not a window (avoid light sources behind you)
- Avoid places where people are moving behind you as this will distract your audience
- When possible, please consider a virtual background (using Zoom features) or blur your background (using Zoom features)
- Dress appropriately (smart casual recommended)

REMOTE PARTICIPATION: ZOOM

Once the participants receive their Zoom invitations, we recommend they test their Zoom connections by going to https://zoom.us/test where they can test their video and audio to make sure they can both hear and see a Zoom test meeting.

Should there be difficulties with the connection we recommend the following:

- Use a network cable to connect to the Internet not wireless as wireless can be affected by other devices particularly those in a home environment.
- If the connection is still unsatisfactory with the image breaking up in pixels, it is advisable to turn the video camera off, the video camera uses up most of the total bandwidth requirements.
- If there are still problems with running audio-only or audio and screen sharing, connect from another location.
- On the actual day, each participant will click on the link contained in the invitation to join the Zoom event.

Here is a Zoom support article about Getting Started with Zoom
https://support.zoom.us/hc/en-us/categories/200101697

KEY CONTACTS

GENERAL INQUIRIES

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