

21–23 August 2024

# 1st SEAR NCDs Conference

## Guidelines for Conference Plenary and Advocacy Sessions



Organized by  
**South East Asia Regional NCD Alliance**  
Taking center stage with a sharp focus on Non-Communicable Diseases (NCDs)

Supported by



## General Guidelines for Presenters

In order to encourage interdisciplinary discussion among conference participants and audience members, we want to encourage:

- Creation of an environment to enhance understanding of issues and the presentation informing them.

**As you prepare for your session at the conference, please keep the following points in mind:**

- Presentations should last no longer than 08 minutes.
- The questions shall be during Q&A session
- The session shall be an opportunity for professional development in which presenters and session audiences interact to enhance understanding of the presented subject-matter.

**And,** your cooperation with the guidelines will help create an environment for this to happen.

## How to Prepare Your Paper or Talk!

- **Map out your paper/talk to reiterate key points, arguments, and findings.**
- **Summarize your paper/talk** and simplify intricate details so that every audience can understand presented arguments and findings
- **Utilize and reference visual aids**, such as PowerPoint slides to share the high-level - points.
- **Speak slowly, loudly, and clearly.** You want everyone to not only hear you, but understand you.
- **DON'T read your paper/PowerPoint word-for-word**, instead, summarize and reiterate the key points in an easily comprehensible way
- **DON'T rush through important points.** You may know this information like the back of your hand but your audience doesn't.
- **DON'T let visual aids be a lifeline.** Only include your key points so audience can easily follow what you're saying.

## Map Out Your Presentation for the Audience!

- **Slides:** Five to seven slides are suggested, and eight in maximum.
- **Background :** Simple backgrounds that will provide visual interest without being distracting.
- **Font Types:** Stick with the classics: Times New Roman, Arial or Calibri. Use the same font throughout the entire presentation.
- **Font Colors:** Ensure fonts contrast with the background and they are easy to read.
- **Font Sizes:** Body text should be a minimum of 20-point for easy reading.

We will inform you of any updates or changes regarding the 1st South East Asia Regional NCD Conference 2024.

**We very much look forward to see you in the conference!**

**Contact for More Information**

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