

INDUSEM: Presentation Guide



Table of Contents

Introduction:	2
Objective:.....	2
Presentation Formats:	2
Presentation Types:	2
Common Rules:	2
Podium Presentation:	3
<i>Organized Slideshow:</i>	3
<i>Impact:</i>	3
<i>Case Based Learning (CBL):</i>	3
<i>Original Research Work (ORW):</i>	4
<i>Point of View (POV):</i>	4
Poster Presentation:	5
Logistics:	6
<i>PowerPoint Specifications:</i>	6
<i>Submitting your Presentation:</i>	6
Additional information:	7
Cancellation policy:	7
PowerPoint templates:	7
Contacts:	7

INDUSEM: Presentation Guide



Introduction:

Objective:

The purpose of this document is to guide delegates at the EMINDIA conference to present their work at an elevated standard.

Presentation Formats:

1. Podium presentation
2. Poster presentation

Presentation Types:

1. Case Based Learning (CBL)
2. Original Research Work (ORW)
3. Point of View (POV)

Common Rules:

- Confidentiality: Must always be maintained. No patient identifiers!
- Copyrights: Do not use copyrighted material.
- Use – generic names for medications
(e.g., use acetaminophen or paracetamol. Not crocin)
- Use – commonly known abbreviations
(e.g., IHD is well understood to be ischaemic heart disease. Not BS for 'Bloom syndrome',)
- Use – the full term in the beginning
(e.g., Prolapsed intervertebral disc (PID). Since it can also represent pelvic inflammatory disease)
- Preparedness: Arrive early, check the tech, stick to time.
- Watch some public speaking videos on the internet for examples of good vs. bad presenting habits.

INDUSEM: Presentation Guide



Podium Presentation:

Organized Slideshow:

- Introduction slide: Title of the talk, presenter's name, and institutional affiliation.
- Disclosure: Any commercial or financial interests or other affiliation.
- Body of the presentation: Keep it simple. Remember the time limit.
- Summary slide: Brief and clear learning points.
- Last slide: Thanks and references.
- Top Tips:
 - Avoid information overload.
 - If you and your slide are saying the same thing, then one of the two is unnecessary.
 - Slides should not be your scripts, they should be prompts and visual aids.

Impact:

- Your presentation should reveal:
 - What made you choose this case?
 - Why is it important that others know this information?
 - What was your unique experience and perspective?
- This can be on a slide of its own or you can tell a story at the beginning, in the middle, or in the end, or throughout your presentation.

Case Based Learning (CBL):

- The common rules, organized slideshow, and impact elements remain the same.
- Introduction: Describe the context & relevance.
(You could include attention-grabbing statistics, headlines from newspapers, your impact story or slide).
- History: Include the positives and pertinent negatives.
(Say more, Show less. **Keep It Short and Simple.**)
- Physical exam: Vitals, positives and pertinent negatives.
- Investigations: Highlight the positives, include pertinent negatives.
- Differentials: Demonstrate your deductive reasoning skills.
- Discussion: Highlight few important points. Do not recite the textbook.

INDUSEM: Presentation Guide



Original Research Work (ORW):

- The common rules, organized slideshow, and impact elements remain the same.
- Standardized terminology for titles: e.g., Objectives, Study Design, Methodology, Results and Analysis, Discussion.
- Graphics: Visual representations are especially useful when presenting research. They may large amounts of data easier to absorb. Use charts, graphs, maps, icons.
- Top tips:
 - Look up ‘infographics in research’ on any search engine for some motivation and ideas.
 - Anticipate the questions: think about what questions an examiner would ask. Either include them in the presentation, or keep them up your sleeve for Q&A.

Point of View (POV):

- The common rules, organized slideshow, and impact elements remain the same.
- Discussion: Should focus on practical and actionable learning from **your point of view**, or in your **expert opinion**, but it should be grounded in evidence-based medicine and accepted standards of care.
- Graphics – Include relevant graphics, tables and flowcharts where possible and appropriate. But avoid using pictures for the sake of using pictures.
- Learning points – These should include 2-3 clear and concise points that the audience can take home to enhance their practice. Including too much is counterproductive.
- Top tips:
 - Think about the best presentation you have attended – this might be during a conference, a video online, even non-medical. What impressed you?
 - Think about the last presentation you have attended. How much of it can you recall without referencing pictures or notes of slides?

INDUSEM: Presentation Guide



Poster Presentation:

- As part of the sustainable and green movement, we have shifted from printed posters to digital or e-Posters.
- In EMINDIA, the e-Poster is made on PowerPoint, using a single slide.
- Space: The content of the e-Poster is the same as the podium presentation, but space is at a premium. It is even more important to keep things concise and organized, and substitute infographics for words.
- Template: The template is available for download from the conference website.
- Layouts: You can use any layout -
 - **Headings or Sections**: e.g., title, introduction, methodology, results, discussion, conclusions, citations and acknowledgements.
 - **Typography**: use a clear font (e.g., Calibri, Aptos)
 - **Contrast and Colours**: use differences in contrast and colour to your advantage, e.g., background boxes of 2 or 3 different pale solid colours to differentiate sections, or bold text for key facts and numbers.
 - **Bullet points**: good for organizing and providing a clean and professional look.
 - **Sections**: Divide the poster into cleanly demarcated sections to make it easier to follow.
 - **Infographics**: Graphics can use less space to say more when used effectively.
- Top tips:
 - Look up 'scientific poster layout' on any search engine for some motivation and ideas.
 - Prepare a mental set of answers for questions that an examiner, judge, or audience might ask you.

INDUSEM: Presentation Guide



Logistics:

PowerPoint Specifications:

We have created conference templates for use by all podium presenters. These are in the modern default aspect ratio of 16:9. However, if you are on an older version, or you are unsure, you can check by following these steps:

File > Page Setup > Slide Sized for > On Screen Show 16:9

Submitting your Presentation:

- Do: Bring your presentation with you.
 - Load your presentation (podium or poster) on a pen drive (USB drive).
 - Save it as “Author Name_Abstract number”. E.g., “John Doe_77”.
 - Bring it with you to the conference.
- Do: Arrival early at your hall, check-in and sign-in with the hall co-ordinator.
- Do: Email your presentation to yourself, so that you have a backup copy.
- **Don't:** Send your PowerPoint by email instead of taking the prescribed pathway of abstract submission using our electronic form. This will be rejected without exception.
- **Don't:** Send your PowerPoint by email to the scientific committee for review ahead of the conference.
 - We are happy to guide you or provide tips. For our review and scrutiny process to remain unbiased and fair to all speakers, we cannot review your full presentation. We suggest using your seniors, colleagues, and friends for a second opinion.
 - The scientific committee has several roles and responsibilities, meaning we must use our time judiciously so that we can deliver an excellent conference experience.

INDUSEM: Presentation Guide



Additional information:

Cancellation policy:

We remind you that all fees are non-refundable. But it is good etiquette to inform us if you are no longer able to attend the conference. In this case we may reassign your timeslot.

PowerPoint templates:

Templates for all three formats are available for download on the website.

Contacts:

For questions about academics, abstracts, presentations, scheduling conflicts, please contact:

scicom.emindia@gmail.com

For questions about conference fees, registration issues, unique registration number, certificates, please contact the conference events team via the website.