PTM 2025 Conference Guidelines
Presenter Manual

Before the Conference

- All presenters are kindly reminded that **registration for the conference is required**.

- Please **review the conference schedule** in advance and take note of your presentation time and location.

Uploading Your Presentation

- Only **PowerPoint (.ppt/.pptx)** or **PDF** files will be accepted.

- The required **slide format is 16:9**.

- Presentations containing **video and sound are supported**.

- Please note that **personal laptops cannot be used** for presentations.

- Bring your presentation file on a **USB flash drive**.

- During the **break immediately before your session**:

  o **Meet your session chair** in the assigned room at the start of the break (first 15 minutes).

  o **Transfer your file** to the computer provided in the room.

  o **Open your presentation** to verify that all content displays correctly, especially animations.

Preparing Your Slides

- Available time per presentation (including time for questions):

  o Delegate: **20 minutes**
  o Invited speaker: **30 minutes**
  o Keynote speaker: **45 minutes**

- Remember: **you** are the presenter – your slides are there to support your message.

- Use your slides to **emphasize key points** and illustrate your content visually.

- Ensure all text is easily readable:

    o Titles: at least **32 pt**
    o Headings: at least **28 pt**
    o Body text: at least **24 pt**

During Your Presentation

- **Arrive early** to your assigned room to complete any final preparations.

- If you encounter any issues, please **contact the organizers** using the information provided in the room.

- **Introduce yourself** at the beginning of your presentation if this has not already been done by the session chair.

- **Respect the allocated presentation time** – the session chair will give you a time warning if needed. **Concluding your presentation on time** ensures a smooth transition to the next speaker.