



SURS 2025 PRESENTATION GUIDELINES



1. Duration

Three minutes of presentation time followed by two minutes of Q&A.

2. Target Audience

You will be presenting to a broader audience of undergraduate students and academic staff from various fields. Therefore, avoid overly technical language to be appropriate to both subject experts and a general audience.

3. Evaluation

The presentation will be evaluated by subject experts on the academic merit of the presentation and a group of academics from other disciplines on the quality of the presentation and presentation skills. The evaluation criteria will be shared during the pre-symposium workshop.

4. Submission deadline

- Obtain the approval for your final presentation from your supervisor/s and co-authors.
- Upload your presentation through the link (will be provided by 25th March) provided in the [SURS 2025](#) website on or before 31st of March, 2025 by 12 noon.

5. SURS Slides

- Only **FOUR** PowerPoint slides are allowed (Slide animations and slide transitions are allowed, however, **DO NOT** overlap information on top of each other using disappear animation)
- The four slides must be restricted to the following sections
 - Slide 01: Title
 - Slide 02: Introduction - Background & aims; objectives/Hypothesis/Research Questions/Research Design
 - Slide 03: Results & Discussion
 - Slide 04: Concluding remarks
- The templates are color coded according to the subject area for evaluation purposes. Use the provided presentation templates according to your subject area.

- Keep slides professional: Use consistent fonts and colors, limit the use of animations and transitions to avoid distractions and make sure that the slides are legible from a distance.
- You are allowed to use visual aids (photographs, graphics, diagrams, flow charts, etc.,) belonging to you/created by yourselves and/or creative commons and/or license fee content and/or content with proper permission.
- Ensure that graphs and charts are easy to read, with labels and legends.

Suggestions

- Pay attention to the composition (arrangement of items) of the slides.
- **DO NOT** use lengthy sentences and complicated graphics in your slides.
- **DO NOT** clutter slides with too many elements, leave plenty of negative space.
- Be creative when you prepare your slides for effective communication of your research.
- Personalize your presentation to add uniqueness.

6. Presentation guidelines:

Presentation

- Engage with your audience (e.g. eye contact)
- Use storytelling to make complex topics more relatable.
- Ask questions or provide real-world examples to maintain interest.
- Share your enthusiasm for the subject.
- Making a strong first impression is crucial, so start your presentation with a powerful opening- “Hook”.
- Conclude with a take home message that matches your “hook”

Practice and Timing

- Strictly adhere to the timing.
- Rehearse your presentation to ensure smooth delivery and stay within time limits.
- Practice and get feedback on clarity and impact from your supervisor/s and colleagues.
- Presenting to a non-subject expert audience during practice sessions will be helpful.

Recommended time duration for each slide

- Slide 01 - 15 seconds
- Slide 02 - 45 seconds
- Slide 03 - 1.5 minutes
- Slide 04 - 30 seconds

The above timings are for your guidance only and you may use the timings differently depending on your content. However, the total time limitation for presentation is

strictly three minutes and you will be force stopped after three minutes. Presentations over three minutes would be disqualified in the evaluation process.

Body Language and Voice

- Maintain good posture, eye contact, and use hand gestures appropriately.
- Speak clearly and at a moderate pace; use pauses for emphasis.
- Vary your tone to maintain audience engagement.
- Use facial expressions to match the tone of your message
- Avoid habits like tapping your feet, swaying, or shifting weight from one foot to the other.

Focus on Key Takeaways

- Emphasize the main findings or conclusions of your research.
- Ensure the audience leaves with a clear understanding of why your work is important.

7. Dress Code (Business formal):

- Male: Long sleeved shirt, tie (optional), long trouser, and formal shoes
- Female: Option 1: Formal pants or skirt, formal blouse, and shoes or Option 2: Saree