

Guidelines for Presentations and Pre-Recorded Videos – INSECT 2025

ORAL PRESENTATIONS (LIVE, 10 MINUTES)

1. Duration

- Each oral presentation is allotted **10 minutes total** (8 minutes for presentation + 2 minutes for Q&A).
- Presenters must **strictly adhere to the 10-minute limit**. After 8 minutes, the session chair will proceed to the next presenter without prior alert.

2. Format

- Presentations must be prepared in **PowerPoint (PPT/PPTX)** format.
- PDF format is also acceptable.

3. Slide Design

- Use clear fonts (**minimum 20 pt**).
- Keep slides concise; focus on **key points only**.
- Incorporate **high-quality visuals, graphs, and tables** for clarity.
- Limit to **10–12 slides maximum**.
- Avoid animations and transitions for smooth playback.

4. Suggested Content Structure

- Title slide (Title, Authors, Affiliation).
- Introduction & Background.
- Objectives.
- Methods / Approach.
- Results & Discussion.
- Conclusion & Future Directions.
- Acknowledgements / References (if required).

5. Technical Requirements

- Presenters must join their session **10 minutes early** for a technical check.
- Ensure a **stable internet connection**, good lighting, and clear audio.
- Use a **headset/microphone** for better sound quality.

6. Interaction

- Q&A will be moderated by the session chair.
- Please remain within your allotted time to allow audience interaction.

7. Submission Deadline

- Final PPTs must be submitted **at least 10 days before the conference** for review and testing.

8. File Naming Convention

- *AbstractID_PresenterName.ppt*

PRE-RECORDED VIDEO PRESENTATIONS

1. **Duration**
 - Videos must be a maximum of **8 minutes**.
2. **Format**
 - Accepted file formats: **MP4, AVI, or MOV**.
 - Minimum resolution: **720p (HD)**.
 - Maximum file size: **200 MB**.
3. **Recording Options**
 - Screen-recorded PPT with narration (using **Zoom, MS Teams, OBS, or similar tools**).
 - Combination of **webcam + slides** is encouraged for better engagement.
4. **Content Structure**
 - Same as live presentations (see above).
5. **Submission Deadline**
 - Pre-recorded videos must be submitted **at least 10 days before the conference** to allow testing.
6. **File Naming Convention**
 - *AbstractID_PresenterName.mp4*
7. **Tips for Recording**
 - Record in a **quiet environment** with minimal background noise.
 - Speak clearly and maintain a **steady pace**.
 - Position your camera at **eye level** (if visible).
8. **Playback During Conference**
 - Pre-recorded videos will be played in the assigned session slot.
 - A **live Q&A session (2 minutes)** will follow, provided the presenter is available.

POSTER PRESENTATION (LIVE, 6 MINUTES)

1. Duration

- Each poster presentation is allotted **6 minutes total** (5 minutes for presentation + 1 minute for Q&A).
- Presenters must **strictly adhere to the time limit**.

2. Format

- Posters must be prepared in **PDF or PPT (single-slide)** format.
- Size: **A0 (841 × 1189 mm)** in portrait orientation for physical display (if required).
- For virtual sessions, posters should be submitted as **high-resolution PDF/PPT files**.

3. Content Guidelines

- Title (Title, Authors, Affiliations).
- Introduction / Background.
- Objectives.
- Methods.
- Results & Figures.
- Conclusion / Key Takeaways.
- Acknowledgements / References (if applicable).

4. Design Recommendations

- Use **large fonts (minimum 24 pt)** for readability.
- Keep text concise; focus on **visuals, graphs, and images**.
- Highlight **3–4 key findings** rather than detailed text.
- Maintain clear headings and logical flow.
- Avoid clutter; ensure enough white space.

5. Presentation Style

- Focus on **summarizing key highlights**, not reading the poster in detail.
- Use **2–3 minutes** to walk through major results and **2 minutes** for discussion.

6. Submission Deadline

- Final posters must be submitted **at least 10 days before the conference** for review and scheduling.

7. File Naming Convention

- *AbstractID_PresenterName.pdf*

PRE-RECORDED POSTER PRESENTATIONS

1. Duration

- Maximum **5 minutes** (recommended: 5 minutes for presentation + 1 minute for Q&A, if present live).

2. Format

- Accepted file formats: **MP4, AVI, or MOV**.
- Minimum resolution: **720p (HD)**.
- Maximum file size: **100 MB**.

3. Poster Preparation

- Prepare your poster as a **single high-resolution PDF/PPT slide** (A0 size preferred, portrait orientation).
- Ensure **clear fonts (minimum 24 pt)** and **readable graphics**.
- Use visuals, charts, and concise text. Avoid cluttering.

4. Recording Options

- **Screen-share** the poster while narrating key points.
- Use tools such as **Zoom, MS Teams, OBS, or similar**.
- A combination of **poster + presenter video (webcam)** is encouraged for better engagement.

5. Content Flow (Suggested)

- Title & Introduction.
- Objectives.
- Methods.
- Results (highlight 2–3 key findings).
- Conclusion / Key Takeaways.
- Acknowledgements (optional).

6. Presentation Tips

- Speak **clearly and at a steady pace**.
- Record in a **quiet environment** with minimal background noise.
- Keep the **camera at eye level** if visible.
- Highlight poster sections with your cursor or pointer during narration.

7. Submission Guidelines

- Submit the final video **at least 10 days before the conference**.
- File naming format: *AbstractID_PresenterName.mp4*.

8. During the Conference

- The pre-recorded video will be played during your assigned slot.
- If available, you may join live for a **1-minute Q&A** after your video.