



GUIDELINES FOR ORAL PREPARATION AND SUBMISSION

ORAL PRESENTATION SUBMISSION DEADLINE: 25 JUNE 2021

The submitted oral presentation should be based on the approved abstract and should meet the following criteria:

ORAL PRESENTATION SIZE AND FORMAT:

- The presentation must be submitted in MS PowerPoint format (ppt or ppx).
- The time allocated for oral presentations is 12 minutes (*10 minutes for presentation and 2 minutes for Questions and Answers*).
- Limit the presentation to **FIFTEEN (15) SLIDES** (inclusive of the title, content and reference slides).
- The oral presentation will be displayed on LCD Screens and the common screen format size will be 16:9.
- Titles and headings should be clear
- **Sentence case** should be used for general content with appropriate punctuation
- **Appropriate formatting for standard scientific nomenclature must be used.**
- Ensure that the presentation font size is **CLEARLY VISIBLE** as below – Larger font sizes are easier to read.
 - Titles should be no less than **Size 28**
 - Slide content should be no less than **Size 20** and no less than **16 for tables**.
- Balance the contrast between the colour of the text and the presentation background, keep the colour scheme consistent.
- Make use of your institution's recommended PowerPoint design templates – i.e. NHLS colour schemes for NHLS staff.

TITLE SLIDE:

- The title of the presentation should be the same as the title of the submitted accepted abstract.
- Title font size should be Bold and Large to ensure visibility.
- The date of the presentation and the name of the conference ("PathReD Congress 2021") must be added in separate lines below the title.
- You may include a photo related to your project
- **Kindly put your abstract number on the top right corner of the title slide.**
- An institutional logo is to be included in the title slide. Joint Appointed Staff to ensure that all institutional logos are included.
- The last and first name of the presenting author should be visible.

CONTENTS OF THE PRESENTATION:

- Slides covering the following sections should be included based on the type of presentation.

Oral Presentation: Scientific Study	Oral Presentation: Case Report
<p>Introduction/Background: Sets the scene for the context and justification of the study; a brief overview of the field; include the a clear statement of the questions, hypotheses and objectives. (1 – 2 slide)</p> <p>Methods/Design: This describes the methods used to perform the study and collect the data. Keep this section clear and concise. You may use visuals to show equipment or methods. (1- 3 Slides)</p> <p>Results: Include all results of the analysis and interpretation, highlighting key findings. Focus on describing the biological patterns and statistics where applicable. (2 – 5 Slides)</p> <p>Discussion: A brief description/discussion of the results that can be advanced from the data; whether the hypothesis is proven or not; whether the guiding question in the study was addressed or not. Include the strength and limitation of the study. (1 – 2 Slides)</p> <p>Conclusion: Brief conclusions highlighting the study outcome and what the objective of future studies should be. (1 Slide)</p>	<p>Introduction/Background: Describe the context of the case and explain its relevance and importance, whether the case is unique or unusual presentation of a common condition. (1 – 2 slide)</p> <p>Case Description: Case in sequence including history, clinical presentation and investigations made. Describe the outcome adequately. (1 – 3 slide)</p> <p>Discussion: Rationale for decisions, literature review of similar cases. Describe instructive or teaching points that add value to the case and rationale for reporting the case. Include the strength and limitation of your case identification/management procedure. (2 – 5 Slides)</p> <p>Conclusion: Describe how things can be done differently in a similar case. (1 - 2 Slide)</p>
<ul style="list-style-type: none"> • When abbreviations are used, spell them out fully at first mention, followed by the abbreviation in parentheses [e.g. Human Immunodeficiency Virus (HIV)]. Thereafter, use the abbreviation (e.g. HIV) throughout. 	

ILLUSTRATIONS:

- The use of illustrations, charts and graphs is encouraged, illustrations serve as the easiest way to relay your message.
- Images and graphics used should be clear, readable and of high resolution.
- Use the space on your slides creatively to attract audience attention and ensure that the images are easy to understand.

AUTHORS AFFILIATIONS:

- Authors and Author Affiliations should be captured on the last page of the presentation.
- In the case of Joint Appointed Staff, **both** the NHLS and the University should be clearly mentioned.

ACKNOWLEDGEMENTS:

- Acknowledgement of individuals, institutions or relevant parties that contributed to the research must be included.
- Acknowledgements can be stated in writing, individual images, logos or a combination.

SUBMISSION:

- All oral presentations will be uploaded to the PathReD 2021 virtual congress website.
- Details on how to access your presentation will be provided to you together with details of the session you will be presenting in.
- Please contact the PathReD Congress 2021 secretariat at pathred@nhls.ac.za should you wish to make changes to an already submitted

POINTS TO NOTE:

- There will be a Question and Answer chat function in the virtual PathReD 2021 congress oral presentation sessions.
- All oral presentations are eligible for consideration for the PathRed Congress 2021 - Best Oral Presentation Award, Judges are appointed to conduct the assessments during the sessions.
- Try to keep the text easy to read and concise.
- The presentation should have a clear message, a logical layout and be easy to comprehend.
- Avoid the use of full sentences and rather use short text in bullet point format.
- Avoid using watermarks that may detract from the readability of your presentation.
- **Rehearse your presentation to make sure it does not exceed the allocated presentation time.**

If you have any questions, kindly contact the PathReD Congress 2021 secretariat at pathred@nhls.ac.za.