



ASEAN POSTGRADUATE SEMINAR

organised by

The Faculty of Built Environment

University of Malaya

50603 Kuala Lumpur, Wilayah Persekutuan, Malaysia.

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PRESENTATION NOTES & TIPS:

1. KISS – Keep it short and simple.
2. You are allocated **15 minutes to present and 5 minutes for Q&A**. To ensure a smooth running of the seminar, make sure you keep track of your time.
3. **Practice and come prepared**. Delays and lengthy presentations are not appreciated.
4. You should be able to explain and speak in complete sentences during your presentation. **Do not read off your paper or slides**.
5. **Address your audience** when presenting. Know who, why, and how you can best get your message across.
6. Keep in mind that most delegates do not speak English as their first language, so please **speak clearly and unhurriedly**.

PRESENTATION PREPARATION:

1. To avoid delays, we require all presenters to **e-mail a copy** of their presentation materials to apgs.um@gmail.com three (3) days before the seminar.
2. In case of technical errors, we also require all participants to bring their presentation materials on a USB flash drive.
3. Meet your session chairman / moderator at least **10 minutes before** the start of your session to ensure the rectification of any glitches.

SLIDES:

1. Use landscape orientation for your slides whenever possible.
2. Your first slide should contain the title of your presentation, your name, and seminar name and date. Your institution's name should be placed at the footer of each slide, alongside your own name.
3. Your slides should contain clear and concise statements in the form of bullet points.
4. Be aware that fonts, colours, spacing options, and the position of information can greatly affect the quality of your slides.
5. Use pictures, graphs and other visual aids to better illustrate your work and research.
6. Do not cram your slides with information, put only important and valuable information into your slides.

EQUIPMENTS:

1. A laptop or computer and LCD projector will be available for your use. Should you require any additional equipment, please let us know in advance, keeping in mind that this may incur additional charge payable by you.
2. A laser pointer will not be provided, however if wish to use it, you are welcome to bring your own.