

|  |
| --- |
| **Guidelines for Oral Presentations** |

1. All the oral presentations should be prepared using PowerPoint software.
2. The maximum time allowed will be 10 minutes per presentation. You should plan to speak for 10 minutes and leave 5 minutes for questions. However, the chair of the session will be at liberty to adjust the time allocated to each presenter depending on the time and availability of other presenters.
3. It is advisable that authors should have a maximum of 12 slides for a 10-minute presentation. Remember, the last 5 minutes of the presentation are for questions and answers (Q&A) sessions.
4. We recommend a presentation format of 16:9 (screen size format).
5. Make the letters on your slides **BIG ENOUGH.** The suggested minimum font size is 14.
6. Try and put no more than 4 lines of text or 2 images on any one slide.
7. Video recording and related media files should be **AVOIDED**.
8. Avoid slideshow animations and effects It detracts from the quality of the presentation to flash numerous graphs, equations, or tables on the screen in rapid sequence to squeeze a presentation into its allotted time.
9. The slides should use the slide template provided by the KASH committee on the website https://www.kemri.go.ke/kash-14/#1707198792216-6836184b-fb05

|  |
| --- |
| **Guidelines for E-Poster Presentations** |

1. The 14th KASH Conference 2024 will have all poster presentations will be displayed electronically (e-posters).
2. E-posters provide viewers with a high-quality resolution of images and text. Like traditional posters, e-posters provide a concise snapshot of your work, but instead of a physical poster pinned to a board, e-posters are a single slide presentation that is viewed on a digital device.
3. E-poster should be submitted as a MPEG4 File (pptx).
4. Your e-poster should be created on a single slide (one slide only) composed in 16:9 ratio (widescreen) using PowerPoint and converted to MPEG4 format.
5. No animations or embedded videos will be permitted.
6. Include title, authors, and institutional affiliation at the top of your e-Poster.
7. All major sections of your posters should be clearly labeled or highlighted, as per the template provided https://www.kemri.go.ke/kash-14/#1707198792216-6836184b-fb05.
8. Text and legends for figures should be short. Make sure to use large, clear, easy-to-read print for text and legends.
9. The use of color adds emphasis and draws interest to the presentation.
10. All posters should be sent to the secretariat through [Kash@kemri.go.ke](mailto:Kash@kemri.go.ke) on or before **11th February 2024**.

*At the end of the session/conference, all slides will be stored by the KASH Secretariat for future reference.* ***If you have any questions, please contact*** [*kash@kemri.go.ke*](mailto:kash@kemri.go.ke) *and copy to* [*mmongare@kemri.go.ke*](mailto:mmongare@kemri.go.ke)