



Oral Presentation Guidelines

The 38th Annual Meeting of the Thai Society for Biotechnology
with Joint Session on
Biorefinery and Fermentation Technologies for Agricultural Waste Valorization under BCG
Economy

Oral presentations provide an excellent opportunity to share your research findings with the scientific community and engage in meaningful discussions. This document provides comprehensive guidelines to help you prepare and deliver an effective oral presentation.

1. Presentation Specifications

Specification	Requirement
Time Allocation	12 minutes presentation + 3 minutes Q&A (15 minutes total)
Language	English only
Slide Format	PowerPoint (.pptx or .ppt) or PDF format
Aspect Ratio	16:9 (widescreen) recommended
Number of Slides	12-15 slides maximum (approximately 1 slide per minute)

2. Presentation Structure

Your presentation should follow this recommended structure:

2.1 Opening (1-2 minutes, 2-3 slides)

- **Title slide:** Title, authors, affiliations
- **Outline/Overview:** Brief roadmap of your presentation
- **Introduction/Background:** Context and significance of your research

2.2 Main Content (8-9 minutes, 7-9 slides)

- **Research Objectives:** Clear statement of research goals (1 slide)
- **Materials and Methods:** Key experimental approaches (2-3 slides)
- **Results and Discussion:** Main findings with supporting data (4-5 slides)

2.3 Closing (1-2 minutes, 2-3 slides)

- **Conclusions:** Summary of key findings and their significance
- **Future Directions:** Next steps and potential applications (optional)
- **Acknowledgments:** Funding sources and collaborators



3. Slide Design Guidelines

3.1 Typography and Text

- **Font type:** Use sans-serif fonts (Arial, Calibri, Helvetica) for better readability
- **Font sizes:**
 - Title: 36-44 pt
 - Headings: 28-32 pt
 - Body text: 24-28 pt (minimum 20 pt)
- **Limit text per slide:** 5-7 bullet points maximum
- Use bullet points instead of full sentences
- Avoid text-heavy slides – use visuals to convey information

3.2 Color and Visual Design

- Use a consistent color scheme throughout the presentation
- Ensure high contrast between text and background
- Dark text on light background is generally preferred
- Avoid overly bright or distracting colors
- Use color meaningfully to highlight key points
- Consider color-blind friendly palettes

3.3 Figures, Graphs, and Tables

- Use high-quality images (minimum 300 dpi)
- Keep graphs simple with clear labels and legends
- Ensure all text in figures is readable (minimum 18 pt)
- Limit tables to essential data only
- Avoid overcrowding slides with too many graphics
- Provide clear captions for all figures and tables

3.4 Animations and Transitions

- Use animations sparingly and only when they add value
- Keep transitions simple (fade or none recommended)
- Avoid distracting effects that detract from content

4. Presentation Delivery

4.1 Preparation

- Practice your presentation multiple times (aim for 10-11 minutes)
- Time yourself to ensure you stay within the 12-minute limit
- Prepare for potential questions during Q&A
- Test your presentation on the equipment you'll use
- Have a backup copy on USB drive and cloud storage



4.2 During Your Presentation

- **Voice and Speech:**
 - Speak clearly and at a moderate pace
 - Project your voice to reach the entire audience
 - Vary your tone to maintain audience interest
 - Avoid reading directly from slides
- **Body Language:**
 - Maintain eye contact with the audience
 - Stand upright with good posture
 - Use natural hand gestures to emphasize points
 - Avoid pacing or standing in one spot
- **Slide Navigation:**
 - Use a pointer or laser to highlight key information
 - Don't turn your back to the audience
 - Explain each visual before moving to the next slide
- **Engagement:** Be enthusiastic about your research and engage the audience

4.3 Question and Answer Session

- Listen carefully to each question
- Repeat or paraphrase questions for the entire audience
- Provide clear, concise answers
- If you don't know the answer, acknowledge it honestly
- Stay within the 3-minute Q&A time limit

5. Technical Requirements

5.1 File Preparation

- Save presentation in PowerPoint (ppt or .pptx) or PDF (.pdf) format
- Embed all fonts to ensure proper display
- Include any video files (if any) within the presentation or in the same folder
- Test presentation on different computers if possible
- Name your file clearly: LastName_FirstName_SessionNumber.pptx

5.2 Presentation Day

- Arrive at the session room at least 15 minutes before your session
- Upload your presentation to the conference computer
- Test your presentation with the AV system
- Bring a backup on USB drive
- Notify the session chair if you have any special requirements



6. EVALUATION CRITERIA

Oral presentations will be evaluated based on:

- **Scientific Content (40%):** Quality of research, methodology, results, and conclusions
- **Presentation Skills (30%):** Organization, clarity, delivery, and time management
- **Visual Aids (15%):** Quality and effectiveness of slides and graphics
- **Q&A Performance (10%):** Knowledge of subject and quality of responses
- **Overall Impact (5%):** Innovation, significance, and contribution to the field

CONTACT INFORMATION

For questions regarding oral presentations, please contact:

Academic Committee

TSB 38th Annual Meeting 2026

Email: tsb2026.academic@gmail.com

We look forward to your oral presentation at TSB 2026!