

## **ORAL PRESENTATION GUIDELINES**

“The 17th Scientific Meeting & Refresher Course in Dentistry (KPPIKG 2016)”,  
Jakarta Convention Center, Indonesia.

February 24-27<sup>th</sup>, 2016

## **PRESENTATION GUIDELINES**

1. An Oral Presentation Number for your presentation is written in the Schedule. This number will be used to identify your abstract in the program book and to manage your time slot for your oral presentation, as well.
2. You must be knowledgeable in your subject and in answering questions during your presentation.
3. Presenters should mention the sponsors of their research, if applicable, in their presentation.
4. Presenters are advised to have copies of their presentation available as handouts. This is not mandatory, just an option for the presenter, to increase the impact of the presentation.
5. Abstract presenters have 10 (ten) minutes for presentation and 5 (five) minutes for the discussion. Prepare yourself to present the paper in English if any foreign participant attends.
6. Cover the same material as reported in the abstract.

## **POWERPOINT SUBMISSION**

1. All slide presentation should be written **ONLY** in English.
2. All presentations will be collected by the committee. The presenters are not allowed to use their personal device(s) during the presentation. Thus, each presenter should save the PowerPoint file on a USB drive and submit it to the appointed coordinator in the slide room at the venue (JCC) at least 2 (two) hours prior to the presentation.
3. Please bring your presenter's nametag when you check in at the meeting room.

4. When building your presentation, make sure that you include any external files utilized in the same folder as your presentation (i.e., movie files).

**Pictures:**

1. JPG images are the preferred file format for inserted images.
2. Images inserted into PowerPoint are embedded into the presentation. Images that are created at a setting higher than 75 dpi are not necessary and will only increase the size of your presentation.
3. Try to avoid overloading your presentation with unnecessary images.

**Fonts:**

1. We can supply only fonts that are included in the base installation of Windows.
2. The fonts we suggest using are Times New Roman, Arial, and Tahoma.
3. Any font other than these will need to be embedded into your PowerPoint presentation. Use of fonts not included in Windows can lead to words that bleed into graphics or bullets which may be the wrong style.

Thank you for submitting your paper. We look forward to your presentation at the meeting.

If you have any further queries, please send a message to [info@kppikg.com](mailto:info@kppikg.com)

Sincerely,

Dr. Yuniardini S. Wimardhani, drg., MScDent

Scientific Committee

KPPIKG 2016