

Conference Presentation Guidelines

EFMP 2021 – Sri Lanka Finance Association

Preparing your slides

1. The duration of the presentation is 20 minutes.
2. Prepare presentation slides using Microsoft PowerPoint.
3. Structure of the presentation slides: The following is a typical structure of a research presentation. You may customize it appropriately to suit your research paper.
 - a. The title slide: Title of the paper, Names, Affiliations, Email addresses of authors, Name of the Conference, Location and Date of the presentation. Use the suggested template if you prefer.
 - b. Outline of the presentation
 - c. Research questions / objectives
 - d. The motivations for research/contribution of the paper
 - e. A brief summary of the most relevant literature to provide the background to the research
 - f. Methodologies. Econometric/statistical or other methods of analysis, specific models/equations/estimation techniques
 - g. Data and sample. If an empirical paper, specifics of the data and sample used, including the details of data collection techniques, sample size and sample period
 - h. Results. Main results in easily readable formats, discuss, interpret and highlight the new findings relative to the existing knowledge.
 - i. Conclusions / Implication of research / limitations if any / ideas for further work
4. Generally, about 10 slides will be optimal, which will give an average of two minutes per slide. Too many slides can be distracting and are not recommended.
5. Text. Minimize the text on a slide, use a large font size, use short bullet points, and avoid using complete sentences/paragraphs.
6. Tables and graphs. Make sure the content/numbers are easily readable.

Presenting your paper

1. Make sure that the microphone and video are turned on.
2. Speak clearly and in good volume. Test the microphone beforehand. Select a place with less disturbance to make your presentation (free from noise /movements).
3. A headset microphone is strongly recommended since that provides more voice clarity.
4. Mute all other devices such as mobile and house phones.
5. Dress appropriately for a professional audience. Have good lighting coming from the front so that you are clearly visible. Make sure your background is appropriate. If a virtual background is used, make sure it is an appropriate/ professional one. You can test the video quality beforehand to ensure this.
6. Share the full screen via Zoom during the presentation.
7. Have a clock in front of you to keep track of time. Stay within the time limit of 20 minutes.
8. Audience questions. There may be questions from the audience during the discussion. Always repeat the question (if it is received as a chat message) so that everyone knows the question and respond to them with short answers as directly as possible. Avoid long answers or discussions. Always be professional and respectful.