NATIONAL SYMPOSIUM OF TECHNOLOGY AND HEALTH SCIENCES

NSTHS 2026

Beyond Borders: Inspiring Innovation in Technology, Health, and Sustainability

GUIDELINES FOR PRESENTERS

Onsite and Online Presentation Guidelines

Paper Presentations • Poster Presentations • Google Meet Parallel Sessions

Purpose. These guidelines set out the presentation format, timing, technical arrangements and presenter responsibilities for NSTHS 2026. Presenters should read the relevant section before the symposium and follow the published programme.

PRESENTATION MODES AND TIMING

NSTHS 2026 offers four presentation modes. Pre-recorded presentations are not accepted. Online presentations must be delivered live.

Presentation mode	Presentation	Q&A	Total / format
Onsite Paper	10 min	5 min	15 min
Online Paper	10 min	5 min	15 min
Onsite Poster	Poster viewing session	Interactive discussion	A1 portrait, printed
Online Poster	5 min	5 min	10 min

GENERAL GUIDELINES FOR ALL PRESENTERS

- Presentation materials must relate to the abstract or paper accepted for NSTHS 2026.
- Presentations and posters must be prepared in English.
- Use the official NSTHS 2026 slide or poster template where provided.
- The title slide or poster must include the NSTHS 2026 name or logo, Paper ID, paper title, author(s), presenter name and institution or affiliation.
- Presenters must use the presentation mode confirmed by the Organising Committee.
- Changes of presenter must be communicated to the Organising Committee before the symposium.
- Presenters are responsible for the accuracy of their content, citations, copyright permissions and protection of confidential or identifiable information.

ORAL PRESENTATION GUIDELINES

Onsite Paper Presentation

- Please submit your presentation slides before the presentation.
- Arrive at the assigned physical room at least 15 minutes before your presentation slot.
- Report to the Session Chair or technical committee on arrival.
- Prepare the final presentation in Microsoft PowerPoint (.pptx). The slide size is 16:9. Keep a PDF copy as a backup where practical.
- Keep a backup copy on a USB drive or cloud storage.
- Check that fonts, figures, videos and other media display correctly on a Windows-compatible computer.
- Inform the Organising Committee in advance if special software, audio, video or other technical arrangements are required.
- Remain available for the 5-minute Q&A immediately after the presentation.

Online Paper Presentation

Online oral presentations will be conducted live through Google Meet. Each parallel session room will have its own Google Meet link.

Main Hall and assigned room flow

- Participants may remain in the NSTHS Main Hall until it is time to move to their assigned presentation room.
- Presenters must enter their assigned Google Meet room (by another GM's link) 10 minutes before their individual presentation time. NSTHS 2026 will use a separate Google Meet link for each parallel session room.

- After completing the 10-minute presentation and 5-minute Q&A, presenters may leave the parallel room and return to the NSTHS Main Hall.
- Online presenters are not required to remain in the parallel room for the full session.
- The Session Chair, evaluator(s) and technical committee member will remain in the parallel room throughout the session block.

Slide Content Guidelines

To keep your presentation lively and within the allocated time, you are strongly encouraged to follow the 10/5 Rule:

- 10 Slides: Maximum limit for a 10-minute presentation.
- 5 Points Max: No more than 5 bullets or key phrases per slide.
- No Paragraphs: Never paste blocks or full sentences of text onto a slide.
- Keywords Only: Stick to short ideas and quick visual prompts.
- Speak, Don't Read: Talk to your audience—slides are a visual prompt, not a reading script.

Presenter identification

Upon joining the assigned Google Meet room, type the following in the chat:

Paper ID – Full Name – Presenter
Example: ID001 – Ahmad Ali – Presenter

Presenters do not need to change their Google account display name.

Technical requirements

- Use a laptop or desktop computer with a working microphone and webcam.
- Use a stable internet connection and join from a quiet, well-lit location.
- Open the presentation file before entering the room.
- Test the microphone, camera and screen sharing before the presentation starts.
- Keep the microphone muted when another presenter is speaking.
- Keep the camera on where internet conditions permit.
- Follow instructions from the Session Chair and technical committee member.

Poster Presentation Guidelines

Poster format: One-page A1 portrait, 594 mm × 841 mm, prepared in high resolution.

Recommended poster content

- NSTHS 2026 name or logo, Paper ID, paper title, author(s), presenter name and institution or affiliation
- Introduction or background
- Research problem, aim or objective
- Methodology or approach
- Key findings, results or outcomes
- Discussion, implications or contribution
- Conclusion or key message
- Selected references and acknowledgement where relevant

Poster design

- Use a clear visual structure and readable fonts.
- Keep text concise and avoid large blocks of manuscript text.
- Use high-quality figures, photographs, graphs, charts or diagrams where relevant.
- Use consistent fonts, spacing and colour choices.
- Make the main findings and conclusion easy to identify.

- Avoid very small tables, low-resolution graphics, excessive abbreviations and unnecessary jargon.

Onsite Poster Presentation

- The poster must be printed in A1 portrait format (594 mm × 841 mm), one page only.
- Presenters are responsible for printing their own posters.
- Presenters must bring suitable mounting materials, such as removable double-sided tape. Do not use materials that may damage the display panel.
- Posters must be mounted on the designated panel according to the assigned poster number or location.
- Presenters must be present beside their posters during the scheduled poster viewing and evaluation session.
- Presenters should be ready to explain the work and respond to questions from evaluators and participants.
- Posters should be removed at the time stated by the Organising Committee.

Online Poster Presentation

Timing: 5 minutes poster presentation + 5 minutes Q&A = 10 minutes total.

- The poster must be the same one-page A1 portrait format used for onsite posters.
- Submit the poster in PDF format unless another format is requested by the Organising Committee.
- Enter the assigned Google Meet poster room 10 minutes before the scheduled presentation slot.
- Identify yourself in the chat using: Paper ID – Full Name – Presenter.
- Share the full poster at the start. Zoom in on sections when needed so the text and figures can be read on screen.
- Complete the poster explanation within 5 minutes and remain for the 5-minute Q&A.
- After the Q&A, the presenter may return to the NSTHS Main Hall.

File Naming and Submission

Use the Paper ID and presenter name for presentation files:

Oral Paper slide	ID001_AhmadAli.pptx
Online poster	ID001_AhmadAli.pdf

- Final files must be submitted through the official NSTHS 2026 submission channel by the announced deadline.
- Presenters are responsible for checking that the submitted file is the correct final version.
- Onsite poster presenters should bring the printed poster to the venue. A digital copy may be requested separately.

Q&A and Time Management

- The Session Chair will manage the presentation time and Q&A.
- Oral presentation Q&A is limited to 5 minutes.
- Online poster Q&A is limited to 5 minutes.
- Onsite poster questions are handled during the scheduled viewing and evaluation session.
- The Session Chair may give a time warning and may stop a presentation when the allocated presentation time ends.
- Questions that require longer discussion may be continued outside the scheduled presentation slot.

Attendance and No-Show Rules

- At least one registered author must present the accepted work according to the confirmed presentation mode.
- Presenters must attend their assigned slot at the stated date, time and room.
- Online presenters who are not in the assigned room when called may lose their presentation slot if the session must continue according to schedule.
- If a presenter expects to be late or unable to present, the Organising Committee must be informed as early as possible.
- Failure to present without prior notification may be recorded as No Show.

Academic and Professional Conduct

- Presenters must represent their findings accurately and acknowledge sources appropriately.
- Copyrighted material should be used only with appropriate permission or attribution.
- Confidential, sensitive or identifiable information must be protected.
- Professional and respectful communication is expected during presentations and Q&A.
- Presenters should respond to questions concisely and respectfully, including questions that challenge the work.

Presenter Checklist

Before the symposium

☐ Confirm presentation mode, Paper ID, session, room, date and time.

☐ Prepare the final presentation or A1 poster in the required format.

☐ Check names, title, figures, tables, citations and spelling.

☐ Practise within the allocated time.

☐ Submit the final file by the stated deadline.

☐ Keep a backup copy.

On the presentation day

☐ Onsite oral: arrive 15 minutes before the presentation slot.

☐ Online oral/poster: enter the assigned Google Meet room 10 minutes before the presentation slot.

☐ Online presenters: identify yourself in the chat using Paper ID – Full Name – Presenter.

☐ Onsite poster: mount the poster at the assigned panel and remain there during the scheduled viewing session.

☐ Complete the presentation within the allocated time and participate in Q&A.

Please follow the official NSTHS 2026 programme and any final instructions issued by the Organising Committee.