

PowerPoint Presentation Guidelines – SGIBC 2026

Special Note: Presentation Mode is Online

1. General Instructions

- Language: English
- Format: Microsoft PowerPoint (.ppt/.pptx)
- File Name: FirstAuthor-SGIBC2026-PPT.pptx
- Submission: Email to *sgibc2026@gmail.com* by 15th January 2026
- Presentation Mode: Online (via Zoom/Conference Platform)

2. Slide Design

- Font: Times New Roman or Calibri
- Font Size: Minimum 24 pt for text, 32 pt for titles
- Background: Simple, professional, high-contrast
- Colors: Use clear contrasts (avoid neon or overly bright shades)
- Animations/Transitions: Keep minimal and professional

3. Structure of the Presentation

1. Title Slide

- Paper title
- Author(s) full name(s)
- Affiliation(s) & contact email

2. Introduction

- Background & objectives

3. Literature Review / Framework (if relevant)

4. Methodology

- Research design, data collection, tools

5. Findings / Discussion

- Tables, charts, graphs (ensure readability)

6. Conclusion & Implications

7. Acknowledgments (optional)

8. References (only major sources, APA 7th style)

9. Thank You / Q&A Slide

4. Time Allocation

- Total Time: 15 minutes
- 12 minutes presentation
- 3 minutes Q&A

5. Visuals & Figures

- Use high-resolution images and graphs.
- Label all charts/tables clearly.
- Avoid long paragraphs—use bullet points (5–6 max per slide).