

## **GUIDELINES FOR PRESENTATION & ORAL PRESENTATION**

### **1. Time Allotment**

- Each presentation will have 6 minutes for delivery, followed by 2 minutes for discussion.

### **2. Slide Preparation**

- Total number of slides: 10-12
- Suggested structure:
  - i. Background: 1-2 slides
  - ii. Aims and Objectives: 1 slide
  - iii. Methodology: 1-2 slides
  - iv. Results and Observations: 2-5 slides
  - v. Discussion / Conclusion: 1-2 slides

### **3. Slide Design**

- Use a light-colored background with dark fonts for good contrast.
- Each slide should contain no more than 7 lines.
- Use an adequate font size to ensure readability.

### **4. Content Restrictions**

- Do not include videos, audio clips, or graphics that are incompatible with Microsoft PowerPoint.

### **5. Judging Criteria (Competitive)**

- The decision of the judges will be final.
- Presentations will be evaluated based on:
  - i. Justification of the study
  - ii. Clarity of objectives
  - iii. Soundness of methodology
  - iv. Quality of presentation (slides and oration)
  - v. Interpretation of results and discussion
  - vi. Ability to handle cross-questions

### **6. Submission**

- Please email your PPT for oral presentation to [submission@osshillong.in](mailto:submission@osshillong.in)
- Deadline: 14th February 2026