

HITEC IMS MedExpo 2026

Advancing Health Care through Knowledge, Research & Innovation

Oral Presentation Guidelines

Important Instructions for Oral Presentation

Registration Fee:

- HITEC-IMS Students: **PKR 500**
- Students from Other Institutions: **PKR 1,500**

Presentation Specifications

- Presentation software: Microsoft PowerPoint (.ppt/.pptx)
- Slide Format: 16:9 Widescreen
- Language: English
- Font Style: Arial, Calibri, or Times New Roman
- Title Font Size: 32–40 pt
- Section Headings: 24–32 pt
- Body Text: Minimum 20–24 pt
- Tables/Figure Labels: Minimum 18 pt
- Use high-quality figures, tables, charts, and images.
- Avoid excessive animations, transitions, and decorative effects.
- Ensure all content is clearly visible and readable from the audience seating area.
- Presentations should not exceed **10-12 slides**, including title and thank-you slides.

Title Slide Format

The title slide should include:

- Title of the Study
- Oral Presentation ID (O-XX)
- Researchers
- Presenter(s)
- Affiliation(s)
- Institutional Logo

Example

Title of Study

Oral Presentation ID: O-05

Researchers: Ali Ahmed, Sara Khan, Ahmed Raza

Presenters: Ali Ahmed, Sara Khan

Affiliation: Department of Community Medicine, XYZ Medical College

Registration of Researchers and Presenters

1. A maximum of **two presenters** may be registered with each oral presentation.
2. During registration, participants must indicate whether they are:
 - Researcher/Co-Researcher & Presenter
 - Presenter Only
3. All researchers and presenters must be clearly identified on the title slide.
4. Certificates will be issued only to the registered presenters associated with the presentation.
5. Requests for addition or replacement of presenters after the registration deadline will not be entertained.

Recommended Presentation Structure

Slide 1

Title Slide

Slide 2

Introduction / Background

Slide 3

Objectives

Slide 4

Methodology

Include:

- Study Design
- Study Setting
- Study Population
- Sample Size
- Sampling Technique
- Data Collection Tool
- Statistical Analysis

Slide 5–6

Results

- Present key findings.
- Use graphs, charts, tables, and figures where appropriate.
- Keep text concise.
- Highlight important findings.

Slide 7

Discussion

Slide 8

Conclusion

Slide 9

References (References can be added on each slide separately)

Slide 10

Acknowledgements / Thank You

Presentation and Evaluation Instructions

1. Final PowerPoint presentations must be submitted to the Organizing Committee on or before **22nd July 2026**.
2. Presentations submitted after the deadline may not be considered for evaluation.
3. Participants must use the official oral presentation template provided by the Organizing Committee.
4. A maximum of **two presenters** may be registered with each oral presentation.
5. Both registered presenters are expected to actively participate in the presentation.

6. Each oral presentation will be allotted **6 minutes**.
7. Presenters must strictly adhere to the allotted presentation time.
8. A common Question & Answer session will be conducted at the end of all presentations within the session.
9. Judges may direct questions to either or both presenters.
10. Presenters should be able to explain and defend their work.
11. Failure to deliver the presentation or adequately respond to questions may result in withdrawal of the presentation from the competition.
12. Presenters should report to the presentation hall at least **30 minutes before** the start of their session.
13. Participants should bring a backup copy of their presentation on a USB drive.

Recommended Time Distribution

Section	Time Allocation
Introduction & Objectives	1 minute
Methodology & Results	4 minutes
Conclusion & Recommendations	1 minute

Total Presentation Time = 6 Minutes

Slide Design Recommendations

- Use concise bullet points instead of long paragraphs.
- Maintain a consistent design throughout the presentation.
- Use high-quality figures, charts, and images.
- Ensure graphs and tables are clearly readable.
- Limit text and focus on key messages.
- Use contrasting colors for readability.
- Avoid excessive animations and sound effects.
- Include only essential information on each slide.
- Proofread slides carefully before submission.

Ethical Requirements

1. All presented work must be original.
2. Plagiarism, fabrication, falsification of data, or unethical research practices will result in immediate disqualification.

3. Researchers are responsible for the accuracy and authenticity of all information presented.
4. Proper acknowledgment and referencing must be provided where applicable.
5. If you are participating in the Research Competition only as a presenter (i.e., presenting research on behalf of another student/research team), you must provide an authorization letter from the main researcher or research supervisor. The authorization letter must be uploaded with your registration through the Google Form. Failure to provide the required document may result in disqualification.

We look forward to your participation in **HITEC IMS MedExpo 2026** and wish you success in the Oral Presentation Competition.