

## **PRESENTATION GUIDELINES**

SDC speakers are requested to maintain a focus on the overarching theme which can be viewed at [www.sdpi.org/sdc/](http://www.sdpi.org/sdc/) and address the key questions of the particular session's sub-theme. The Conference sessions will be live-streamed and are expected to be viewed by viewers from around the world.

**Deadline for submission of the Presentation:** 15 November 2022

**Submit it to:** The respective panel organizer and the SDC Unit team at [sdc@sdpi.org](mailto:sdc@sdpi.org)

### **1. PowerPoint Guidelines:**

Please keep the PowerPoint presentation to a maximum of 8 slides. Kindly ensure that one of the slides lists down key policy recommendations in light of the sub-theme designed under the umbrella of the SDC's overarching theme as well as within the context of the panel's sub-theme. If joining online, please make ensure good WiFi connectivity.

Each panel will have up to 5 participants. The presentations should not exceed 10 minutes thus leaving 5 minutes for comments from the discussant(s) followed by the question-and-answer session. Time management would be crucial during the presentation to ensure that every speaker of the panel is equally heard.

The speaker is also requested to share a recorded video of the presentation. Please see guidelines for the recorded video presentations.

### **2. Voice-over PowerPoint Presentation:**

If joining online, speakers are requested to submit a pre-recorded presentation, i.e., voice over PowerPoint and be present to take the questions and participate in the discussion based on this presentation.

The presentation recording should:

- Be 10-minute in length.
- Set for HD format (1280 x 720 or other "720p" setting).
- Use simple and large fonts (30+).
- Avoid using hi-resolution images.
- Do not include embedded videos.
- Saved as MPEG-4 (.mp4) file using the session ID and first name as the file name.  
For example: "A1-W. Iftikhar-<date>".

**Important Note - Web upload:** SDC recorded session videos will be made available on the SDC website after the Conference. All copyrights of the PowerPoint presentations will remain with the presenter and shall not be transferred to the SDPI.

- The submission deadline for PowerPoint presentation, video recorded message and voice-over presentation is 15 November 2022

- Please thoroughly check the voice quality of the voice-over presentation before submission. The speaker may use an external microphone if required.
- The speaker can share video/presentations using “google drive” or “we transfer”.

***For further information, please contact:*** Ms Uzma T. Haroon, Director, Ms Imrana Niazi, Senior Coordinator, and Ms Tayyaba Hanif, Associate Coordinator, SDC Unit at [sdc@sdpi.org](mailto:sdc@sdpi.org)