PRESENTATION GUIDELINES

The SDPI’s Twenty-fourth Sustainable Development Conference (SDC) will be held from 7 – 9 December 2021 in Islamabad, Pakistan. The overarching theme of this year’s Conference is Beyond the Pandemic: Leaving No One Behind. Depending on the COVID-19 restrictions, the SDC will be held in a hybrid format with both in-person and online sessions, or just online sessions.

We thank you for agreeing to join the SDC 2021 as our Distinguished Speaker and welcome you to the Twenty-fourth SDC. The following guidelines will help you deliver your presentation as part of the session in which you have been invited. In your presentation, you are requested to maintain a focus on the overarching theme which can be viewed at www.sdpi.org/sdc/ and address the key questions of the particular session’s sub-theme you are presenting in. 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 2021

Submit it to: Your panel organizer, the SDC Senior Coordinator, Imrana Niazi, imrana@sdpi.org and SDC Assistant Coordinator, Tayyaba Hanif, tayyaba@sdpi.org in CC.

1. PowerPoint Guidelines:
Please make sure you have good WiFi connectivity for you to join the sessions. You may submit a PowerPoint Presentation which will be shared live during the session. You are also requested to share your recorded video of the presentation. Please see guidelines for the recorded video presentations.

Keep your PowerPoint presentation to a maximum of 8 slides. Kindly ensure that one of your slides lists down key policy recommendations in the light of your sub-theme designed under the umbrella of Beyond the Pandemic: Leaving No One Behind, as well as within the context of the panel’s sub-theme that you are presenting in.

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 your presentation to ensure that every speaker of the panel is equally heard.

2. Voice-over PowerPoint Presentation:
You are also 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 2021
- Please thoroughly check the voice quality of your voice-over presentation before submission. You may use an external microphone if required.
- You can share your video/presentations using “google drive” or “we transfer”.

**For further information, please contact:**

Ms Uzma T. Haroon, Director, SDC Unit

Ms Imrana Niazi, Senior Coordinator, SDC Unit

Ms Tayyaba Hanif, Associate Coordinator, SDC Unit

at sdc@sdpi.org