

Guidelines for Oral Presenters

Purpose of these guidelines

These guidelines are designed to help you prepare an oral presentation that meets the criteria for The Singapore Conference on Ageing and Health 2026.

Conference registration requirements

All oral presenters must register for the conference by 21 November 2025.

Oral presentation slide deck preparation

- All oral presentations must be in English. [Optional] An official conference PowerPoint (PPT) template is available for download [here](#).

Presentation format

- Closer to the conference you will be informed of the exact time allocated to your presentation. We are unable to consider requests for change of presentation time due to session considerations.
- You will have 15 minutes to deliver your presentation. If you exceed the presentation time limit, the session chair will be obliged to end the presentation. Immediately after your presentation, 5 minutes will be allocated for Q&A.
- Practice your presentation to ensure that it highlights key points, your delivery is clear, and you finish within the time allocated.

Oral presentation slide deck upload

- As the official presenting author, you are required to upload your final presentation slide deck by **Wednesday, 28 January 2026**, via the unique Dropbox link sent to your email. This link is unique to your presentation session and must not be shared.

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- Please upload your slide deck in either PPT or PDF format, with this file name format: **Session Number-Presentation Number** (for example: **2A-1**)
- If multiple files are uploaded, only the recent file will be used. Late uploads will not be accepted. If you require any assistance with the upload process, please contact care@duke-nus.edu.sg before the deadline.
- The conference venue does NOT permit the use of external USB drives. Therefore, you MUST upload your presentation in order for us to load it onto the venue computer. If your presentation is not uploaded by the specified deadline, we will be obliged to cancel your presentation.

General Information

- All authors are responsible for the accuracy of their oral presentation content.
- By submitting the work, all authors confirm that they have complied to all ethical guidelines and funding requirements which will allow them to showcase their work in this conference.
- Please avoid or explain the use of acronyms, jargon, and abbreviations as reasonably possible.
- Please do not include complex tables in your slides. Summarise your key results rather than presenting large, dense tables. Ensure that any tables shown can be read by an audience in a large hall.
- Slides: A rough rule of thumb is to prepare no more than one slide for every minute you will be presenting.