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SAMTSE COLLEGE OF EDUCATION



International Conference on STEM Education: *Innovative Responses to Adaptations, Opportunities, and Challenges in STEM Education*

Presentation Guidelines for Speakers & Presenters

Venue: Office of the Vice Chancellor, Royal University of Bhutan, Lower Motithang, Thimphu

Date: 22nd – 23rd December, 2025

1. General Requirements

- Presentations must be based on your accepted abstract and align with the conference theme and sub-themes
- All presentations must be delivered in clear English
- Speakers are responsible for the accuracy of their content and any technical requirements
- Presentations should be engaging, well-structured, and accessible to a diverse academic audience

2. Presentation Format and Duration

- **Duration:** 12-15 minutes presentation for paper presenters; 15 – 20 minutes for keynote speakers
- **Session Format:** Each session will have 4 to 5 presenters, followed by a 20-25 minute Q&A session for all presentations
- **Total Session Time:** Approximately 80 minutes (40-55 minutes presentations + 25 minutes Q&A)
- **Format:** PowerPoint (.pptx) or PDF format
- **Delivery:** In-person presentation (no virtual presentations unless pre-approved)
- **Language:** English

3. Technical Specifications

- **Slide Dimensions:** Standard 16:9 widescreen format
- **Font Requirements:**
 - Minimum 24pt for body text
 - Minimum 32pt for headings
 - Recommended fonts: Arial
- **File Size:** Maximum 50MB
- **Compatibility:** Ensure compatibility with Microsoft PowerPoint 2016 or later

4. Presentation Structure

Your presentation should follow this recommended structure:

1. **Title Slide** (1 slide)
 - Paper title
 - Author(s) name(s) and institutional affiliation(s)



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- Conference name and date
- 2. **Introduction** (2-3 slides)
 - Background and context
 - Research objectives
 - Significance of the study
- 3. **Literature Review** (1-2 slides)
 - Key theoretical framework
 - Research gap identified
- 4. **Methodology** (2-3 slides)
 - Research design and approach
 - Data collection methods
 - Analysis techniques
- 5. **Results/Findings** (3-4 slides)
 - Key findings with visual support
 - Charts, graphs, or tables as appropriate
- 6. **Discussion and Implications** (2-3 slides)
 - Interpretation of results
 - Practical and theoretical implications
- 7. **Conclusion and Recommendations** (1-2 slides)
 - Summary of key contributions
 - Future research directions
- 8. **References** (1 slide)
 - Key references (APA 7th edition format)

Total Recommended Slides: 10-15 slides (paper presenters), 15 -20 slides (keynote speakers)

5. Design and Visual Guidelines

- Maintain good contrast between text and background
- Limit text per slide (maximum 6-7 bullet points, 6-8 words per point)
- Use high-quality images and figures (minimum 300 DPI)
- Include slide numbers
- Ensure all charts, tables, and figures are clearly labeled and readable

6. Submission Requirements

- **File Naming:** FirstAuthor_LastName_Presentation.pptx
- **Submission Deadline:** **3rd December 2025**
- **Submission Method:** Email to icsteme.sce@rub.edu.bt with subject line "**Presentation Submission - [Your Paper Title]**"
- **Backup Requirement:** Bring a backup copy on USB drive to the conference

7. Technical Support and Equipment

Provided by Conference Organizers:

- Projector and screen
- Laptop with PowerPoint





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- Microphone (lapel/handheld)
- Laser pointer
- Technical support staff

Speaker Responsibilities:

- Test presentation compatibility before the session
- Arrive 15 minutes before your session for technical check
- Bring backup presentation file on USB drive

8. Presentation Best Practices

- **Practice your timing** - rehearse to fit within 10-12 minutes
- **Prepare for group Q&A** - be ready to answer questions during the 20-minute Q&A session following all presentations in your session
- **Engage with the audience** - maintain eye contact and use appropriate gestures
- **Speak clearly and at appropriate pace** for international audience
- **Be prepared for Q&A** - anticipate potential questions
- **Use visual aids effectively** - don't read directly from slides
- **Respect time limits** - session chairs will enforce time constraints

9. Important Dates

- **Presentation Submission Deadline:** 3rd December 2025
- **Technical Check Schedule:** Will be communicated 1 week before conference
- **Conference Dates:** 22nd – 23rd December 2025

10. Contact Information

For technical support, presentation queries, or submission: icsteme.sce@rub.edu.bt

Note: We request that all speakers adhere to these guidelines to ensure presentation effectiveness and avoid technical difficulties. Please contact the conference organisers if you have any questions or special requirements.

