



3<sup>rd</sup> Graduate conference on  
**Environment and Sustainable Development**

**Kathmandu**  
**3-4 April 2017**

**Urbanization: Challenges and Opportunities**



# Orientation Workshop of Graduate Conference

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रिसोर्स हिमालय  
रिसोर्स हिमालय  
RESOURCES HIMALAYA



# Why We Organize this Workshop ?

- Share the skills and technicalities of paper presentation
- Try to make consistency in contains/context and
- Sharpen your presentation skills

# Scientific Paper Presentation

- Follow the guideline of conference during slide preparation
- Know your audience and give a sense what your idea/work is
- Highlight major work/finding by making interesting
- Get feedback on your work

# Contents of the Presentation

Slide numbers- 7-10 for 10 minutes presentation

- Introduction- 1 slide (1.5 min) – 15 %
- Objectives- 1 slide (1 min)- 10 %
- Methodology- 1-2 slide (1.5)- 15 %
- Results and discussions- 3-4 slides (4.5 min) -45 %
- Conclusion- 1 slide (1 min)- 10 %
- Acknowledge-1 slide (30 sec) -5 %

# Oral Presentation Guideline

- Font size- Title- 36 pt, sub-title 32 pt, Body-28 pt (Time New Roman)

## Text

- Four bullet sentence in a slide,
- Limit your bullet sentence within 3 lines,
- Use simple and easily understandable language

# Times New Roman

Suggested Contents for poster (28 pt)

- Introduction (36 pt.)
- Objectives (32 pt)
- Methods (36 pt)
- Results and Discussions (36 pt)
- Conclusion (32 pt)
- Acknowledgement (32 pt)

# Font- Arial

Suggested Contents for poster (26)

- Introduction (32)
- Objectives (30)
- Methods (32)
- Results and Discussions (32)
- Conclusion (32)
- Acknowledgement (32)

# Important Points to Consider in Poster-Bad

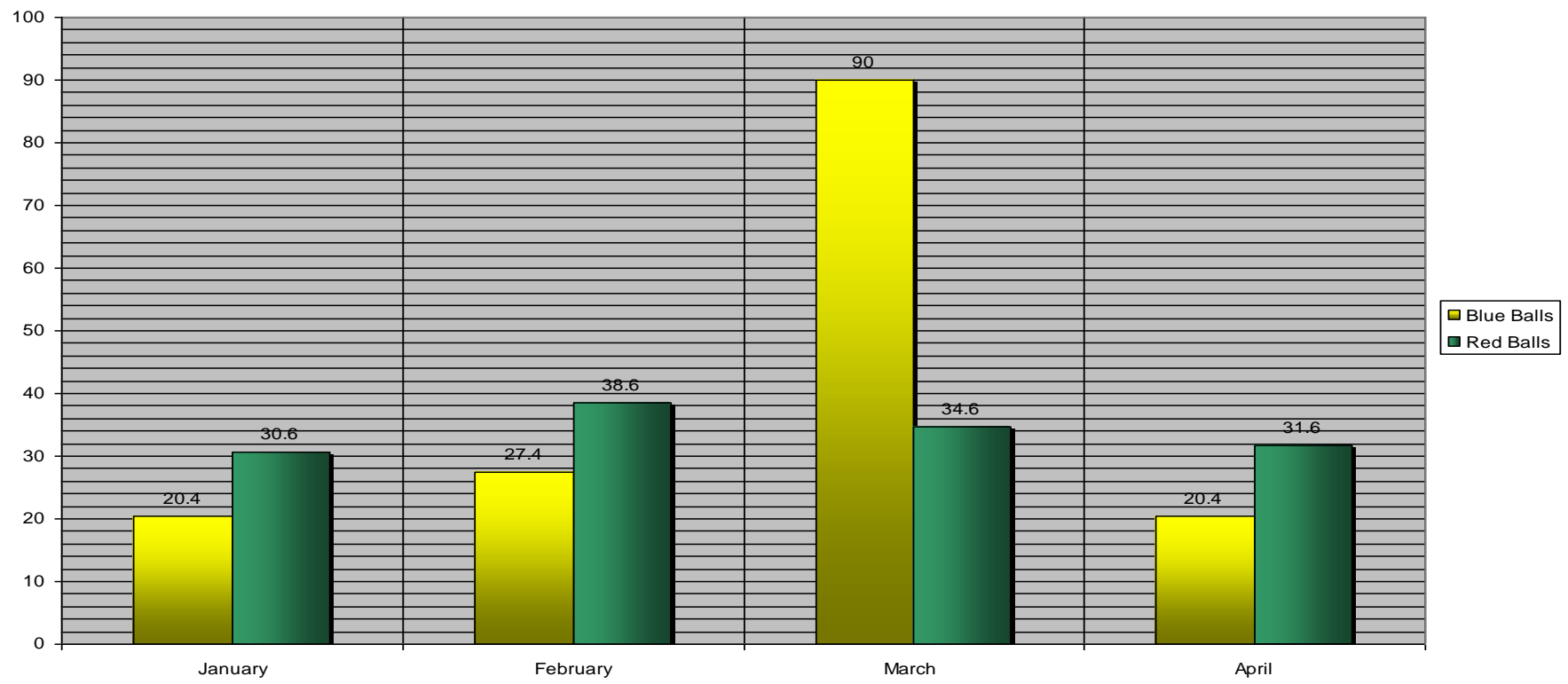
- Text should be **concise, readable** within 5-7 minutes from a distance of 4 feet
- **Preferred fonts: Times New Roman, Arial**
- **Use bullet sentences** instead of Lengthy paragraphs
- Properly use **photos, figure and graphs** for making the poster more informative and attractive (but avoid overcrowding of figures and graphs)
- **Label figures and graphs**
- **Avoid extremely bright and distracting color**
- Focus on **major finding** and include only necessary information
- Avoid **technical jargons, and CAPITAL LETTER**
- Check **spelling and grammatical** errors



# Important Points to Consider in Poster- Good

- Text- concise, readable
- Preferred fonts: Times New Roman or Arial
- Use bullet sentences, no any lengthy paragraphs
- Properly use photos, figure and graphs and label them
- Avoid extremely bright and distracting color
- Focus on major finding and include relevant information
- Do not use technical jargons and capital letter
- Proof reading carefully!!

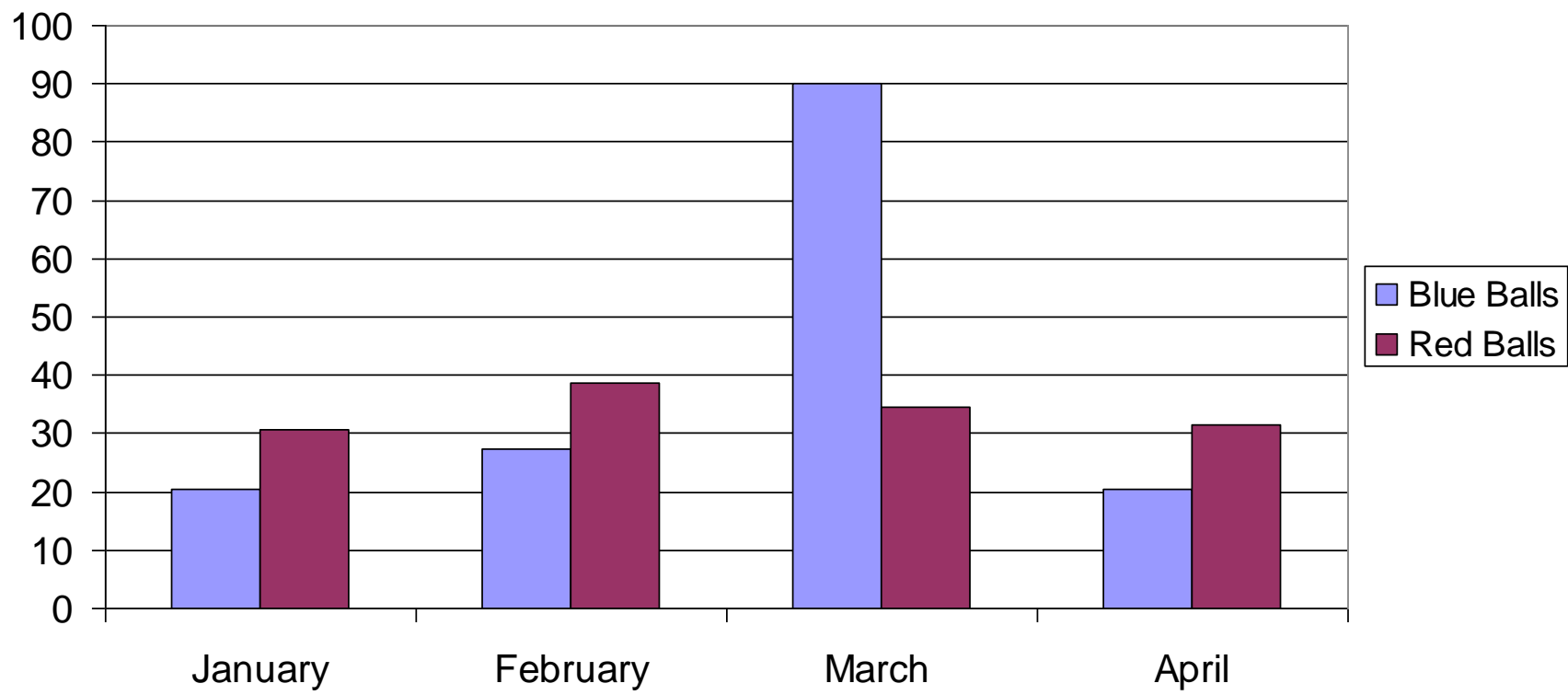
# Graph-Bad



Dettori, 2007

# Graph-Good

## Items Sold in First Quarter of 2002



# Text in the Slide

## Introduction

- What -the main problem
- Why-Motivation/justification
- Which literature-Relevant state of the art (quotation/reference)
- Your idea or contribution to generate new knowledge

# Additional Tips

- Be careful using animation
- Be consistence
- Practice, practice and practice
- Rehearsal to finish your presentation within given time frame

# Font Size-An Example for Poster

- Poster size- 3x5 ft
- Font: Arial/Times New Roman
- Main title: 105 pt, (1 inch=72 pt)
- Author title: 48 pt,
- Institute name: 36 pt,
- Sub- title: 36 pt (mostly capitalized),
- Body text: 28 pt
- Photo- scan 4x6 photograph (300dpi) at least 150 dpi

# Thank you