



ORAL PRESENTATION INFORMATION AND GUIDELINES

23rd IUFOST World Food Congress, Hong Kong, China
25-29 October 2026

We are delighted to confirm that your abstract has been accepted for inclusion in the IUFOST Congress 2026 Scientific Programme as an oral presentation. Congratulations!

The date and time of your presentation will be communicated to you this week. As you know, it is necessary for you to ensure you are registered and have paid in order for your abstract to appear in the final programme.

Before Your Presentation

On the day you are due to present, please go to the speaker preview room to submit your presentation on USB key. If you need directions to the speaker preview room please ask a volunteer or a member of staff at the registration desk. You must submit your presentation at least 2 hours prior to the time of your presentation.

If your presentation is scheduled for early in the morning, please submit your presentation to the technical staff on the evening before your presentation.

Please save your presentation using your abstract number and family name, for example: 1445_Smith.

Additional suggestions:

1. Testing:
 - Arrive early to test your presentation on the equipment provided at the venue.
 - Check that your slides display correctly and that any transitions are smooth.
 - Check that any videos or audio files display and work well.
2. Backup:
 - Bring a backup copy of your presentation on a USB stick and in a cloud storage service (e.g. Google Drive, Dropbox).

Please meet the Session Co-Chairs in your presentation room at least 10 minutes before the start of your session. All speakers are asked to remain in the session for its duration as you will be involved in the Q&A at the end.



Presentation Guidelines

We appreciate that you may be well-experienced in presenting at conferences. These guidelines are intended to facilitate your preparation, especially for first-time presenters.

Presentation Duration

- Your presentation will be 10 minutes in total:
- The Co-Chairs will strictly enforce the time limit, as the Congress programme is extensive.

Presentation Format and Equipment

- All presentations must be prepared in PowerPoint. Facilities for other formats, such as overhead projectors, will not be available.
- A template with footer for use at the congress is included, to indicate that the presentation was given at the IUFoST World Food Congress. This should be included at the bottom of each slide in the presentation.
- For optimal display, please format your slides in 16:9 widescreen format.
- You must provide your presentation on a USB drive.
- It will not be possible to use your own computer for the presentation.
- If you are using a Mac, please ensure in advance that your PowerPoint presentation is compatible with a Windows PC.
- The use of movies and/or audio files should be avoided where possible.
- All graphics and photos must have right of use by the presenter and not be restricted by copyright. This must be indicated in the presentation itself, that the graphics and photos are free of copyright infringement.

Slide Design

As a general guideline, aim for no more than one slide per minute of your presentation.

Please ensure that your slides are clear and easily readable from the audience. We recommend:

- Use a large, easy-to-read font.
- Keep text to a minimum and use short bullet points rather than paragraphs.
- Use images that make effective use of the available slide space, rather than placing a small image within a large empty background.
- Ensure high contrast between the text and background.





- Include only essential statistics, such as effect sizes, confidence intervals, and p-values, where relevant.

If you are unsure how to prepare an effective PowerPoint presentation, searching online for “PowerPoint presentation tips” will provide numerous useful resources and examples.

Delivery

- Speak at a moderate pace, as the Congress will be attended by delegates from around the world and English may not be their first language. As a general guide, aim for approximately 120–150 words per minute.
- Face the audience rather than reading directly from your slides.
- Focus your presentation on the key findings and their implications, rather than spending excessive time on methodological details.

Common Mistakes to Avoid

Please avoid the following:

- Using too many slides or overcrowding individual slides.
- Reading directly from the screen.
- Spending too much time describing methods and rushing through the results.
- Presenting complex tables that cannot be read easily from the audience.
- Exceeding the allocated time. Please note that Session Co-Chairs may stop presentations that run over time.

Suggested Closing Statement

You may wish to conclude your presentation with a concise summary, such as:

“In summary, our study found that [main finding], suggesting [clinical or scientific implication]. These findings support [future direction or application]. Thank you, and I would be happy to take your questions.”

Q&A Session:

Q&A will be held at the end of each session. Please be prepared to answer questions about your presentation that may be addressed to you by the audience at the end of the session.

We look forward to welcoming you to IUFoST Congress 2026 and wish you every success with your presentation.

