

MICROPLASTIC SYMPOSIUM 2025 INSTRUCTIONS FOR ORAL PRESENTERS

This guide provides you with instructions for your oral presentation at the Microplastic Symposium 2025. For clarification, please email the Symposium Secretariat at microplastics@nus.edu.sg.

1. ORAL PRESENTATION SLIDES*Mandatory

Deadline: 15th September 2025, Monday 11.59pm SGT

- Presenters are required to submit their PowerPoint slides to microplastics@nus.edu.sg.
- Oral Presentation Slides must meet the following requirements:
 - Filename format:
Oral_AbstractID_LastName_FirstName_PresentationTitle
(e.g. Oral_Tan_Alice_Impacts of Microplastics in Marine Ecosystems.pptx)
 - Maximum File Size: 10MB
 - 16:9 ratio and in PowerPoint (.pptx) format
 - If there are videos and/or animations in the presentation, please ensure that the video format is embedded within the PowerPoint presentation.
 - All fonts should be embedded in the presentation slides.
 - Please send us a copy of your file in MP4 format to microplastics@nus.edu.sg, this will serve as a backup.

2. PRESENTATION INSTRUCTIONS*Mandatory

- Refer to the [Online Programme](#) for the date, time, and venue of your presentation.
- Only **the presenting author** should be doing the presentation and addressing the queries during the Q&A segment at the conference.
- Please arrive at the session room 10 minutes before the start of your session to test your slides and meet with the Session Chairs.
- Your presentation should be no longer than 15 minutes (inclusive of 3 mins Q&A) and **must** be conducted in English.
- A laptop will be provided for your presentation.
- Please refrain from making any politically or racially sensitive remarks during your presentation.

- We advise you to bring a backup copy of your presentation in a thumb drive.
- If your presentation includes videos, please save the video in the same file location. Videos that are not saved in the same file location as the main presentation slides may not feature properly.
- If you require any assistance during the event, you may approach the registration desk.