

11th National Conference IAOHNS 2025

Indian Academy of Otorhinolaryngology
Head and Neck Surgery



12th - 14th SEPT

2 0 2 5

Venue: Avadh Utopia, Surat.

Theme - "ENT Care in India: Innovations, Challenges, and Solutions"

Guidelines for Platform Paper Presentation

Structure and Timing

• **Presentation Duration:** Junior Consultant Award Paper, Senior Consultant Award Paper 9 minutes- 7mins for the talk 2mins for Q & A
Junior PG Award Paper, Senior PG Award Paper, Free Paper, Video Presentation. - 7mins - 5mins for the talk, 2mins for Q&A

• Session Conduct:

- o Each session is chaired by a Chairperson and Co-Chairperson who will manage timing and questions.
- o Presenters are signaled at 6 minutes/4 minutes to wrap up, leaving 1 minute for further speaking before Q&A begins.

Slide and Content Guidelines

• Slide Design:

- o Maximum one slide per minute of presentation (usually 8-10 slides).
- o Content should be concise, using bullet points rather than full sentences.
- o Use clear, uncluttered visuals—graphs and tables should communicate key points, not details.
- o Recommended minimum font size is 20–30 points to ensure readability.

Content Structure:

- o Title slide: Include presentation title and presenter's name.
- o Core sections:
 - Introduction/Background
 - Aims/Objectives
 - Methods (brief; avoid excessive detail)
 - Results
 - Discussion
 - Conclusions/Significance of Work
 - Acknowledgments (if needed)

Highlight 2–3 main findings and their significance for the audience.

- o Provide a clear take-home message on the final slide.

• General Presentation Practices:

- o Avoid dense text or overuse of data; focus on communicating central ideas.
- o Reduce jargon; explain technical terms for cross-disciplinary audiences.
- o Face the audience, speak clearly, and maintain eye contact.
- o Practice your talk to remain within the allotted time.

Pre-Session Responsibilities

- Preparation:
 - o Presenters must upload presentations in advance as per the conference instructions and check AV readiness.
 - o Arrive at the session early and confirm presence with session coordinators or volunteers.

Conference Secretariat

Dr. Saumitra Shah

Shruti ENT Superspeciality Hospital &
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