



4th Uganda Conference on Cancer and Palliative Care

14th - 15th SEPTEMBER 2023 at SPEKE RESORT MUNYONYO

The 4th Uganda Conference on Cancer and Palliative Care

Guidelines for Oral Presentations

A: Presenter's preparation tips

1. All presentations will be given in person.
2. All oral presentations will be of 10 minutes in length – please do not go over this time as then you will be using someone else's time and the conference will get behind time.
3. In preparing a PowerPoint presentation please remember that there should be no more than 1 slide per minute – so your presentation should not be more than 10 slides in length.
4. Remember to use a large enough font so that people can read your slides and don't make the slides too busy.
5. Please check spelling, grammar, font size, and color scheme before submitting your work.
6. It is important to practice your presentation and make sure that you can give it within the 10-minute time frame.
7. Make sure that your presentation follows a logical framework so that listeners can clearly follow what you are saying.
8. We have attached a template for you to use for your presentation.
9. Please remember to list all of the authors of your paper on the first slide and to acknowledge anyone at the end of the presentation.
10. If you need any help with your presentation or have any questions please contact Lisa Irumba at PCAU (lisa.irumba@pcau.org.ug).

B: At the Conference

- You will not be allowed to use your own laptop so please bring your presentation on a stick ready to load. You will need to load your presentation onto the computer prior to the session. Please make sure that you do this in good time.
- Be at the session room 10 minutes before the start of the session.
- There will be two chairs for your session – they will introduce you (briefly) and they will tell you when you have one minute left and will stop you at the end of 10 minutes. Please remember to keep to time. If you do not stop when you asked to then the Chairs will ask you to stop so it is important that you say everything you want to say within the time frame. This is important as it enables all of the presenters to get their full 10 minutes.
- You will be required to submit your presentation by **30th August 2023**. Please submit your presentation to the conference email on conference@pcau.org.ug and copy in conference@uci.or.ug You will be provided a pointer and will manage your slides.

Hosted by: the **Uganda Cancer Institute (UCI)** and the **Palliative Care Association of Uganda (PCAU)**