

# Guidelines for PowerPoint Presentation

## Tunneling Asia 2025

International Conference on “Revolutionizing Underground Infrastructure through Advanced Tunneling Techniques”

3 - 4 December 2025 (Wednesday & Thursday),  
SCOPE Complex Auditorium, Lodhi Road, New Delhi

### 1. Presentation Duration

- Total time allotted: 15 minutes (including Q&A)
- Please adhere strictly to the allotted time to ensure smooth session flow.

### 2. Slide Format

- Slide size: Widescreen (16:9 aspect ratio)
- File format: PowerPoint (.ppt or .pptx) or PDF
- Font style: Clear and readable fonts (e.g., Arial, Calibri, or Verdana)
- Font size: Minimum 20 pt for body text; larger for headings
- Background: Prefer light background with dark text or vice versa. Ensure high contrast for readability.

### 3. Slide Content

- Title Slide:
  - Title of the paper
  - Author(s) name(s) and affiliation(s)
  - Conference title and date
- Suggested Slide Structure:
  - 1) Introduction
  - 2) Objectives/ Methodology / Approach
  - 3) Case Study / Field Applications (if any)
  - 4) Key Findings / Conclusions and Recommendations
- **Keep slides uncluttered:** Use bullet points, not full paragraphs. Aim for no more than 6 bullet points per slide.
- **Use visuals effectively:** Include diagrams, graphs, charts, and images where applicable to enhance understanding.

### 4. General Tips

- Bring a backup copy of your presentation on a USB drive.
- If using animations/videos, ensure they run properly on standard equipment.

### 5. Submission

- Deadline for submitting final PPTs: *[20 Nov. 2025]*
- Please email your presentation to: [\[contact@tai.org.in\]](mailto:contact@tai.org.in)
- If unable to send in advance, please bring it on a USB drive and submit it at the registration desk on the morning of your session.

### 6. During the Presentation

- A laser pointer and laptop will be provided.
- Technical support will be available at the venue.
- Presenters are requested to report at the session hall at least 15 minutes before the session begins.