

7th International Conference on Advances in Materials, Manufacturing and Engineering (ICAMME 2026) **Face-to-Face Presentation Guidelines**

A. General Presentation Guidelines

1. Each accepted paper will be allocated **20 minutes**, consisting of:

Activity	Duration
Presentation	15 minutes
Question & Answer (Q&A) Session	5 minutes
Total Duration	20 minutes

2. Presenters are kindly requested to strictly adhere to the allocated time to ensure the conference programme runs smoothly.

Total allocated time per paper: 20 minutes (15-minute presentation + 5-minute Q&A).

B. Face-to-Face Presentation Guidelines

Before the Presentation Session

1. For the presentation materials, presenters are required to:
 - Submit or upload the presentation slides to the Google Form provided by the Organising Committee at least **one (1) day before** the scheduled presentation session.
 - Link of the Google Form: [ICAMME2026_F2FForm](#)
 - If early submission is not possible, presenters must upload or provide their presentation slides **no later than the morning of the presentation day**, before the commencement of the conference sessions.
2. Presenters should arrive at the assigned presentation room at least **15 minutes before** the session begins. At presentation's venue;
 - Register your attendance with the Session Chair.
 - Ensure that the uploaded presentation is the final version to be presented.
 - Bring a backup copy of the presentation on a USB flash drive as a precaution.
 - Presentation files should be in **Microsoft PowerPoint (.ppt/.pptx)** or **PDF** format.
 - Ensure all presentation materials are free from viruses and compatible with the conference presentation system.

During the Presentation Session

1. Follow the presentation schedule provided in the conference programme.
2. Remain at the venue until the Session Chair calls your name for presentation.
3. Start your presentation by introducing yourself (stating your name and affiliation).
4. Each presenter will be allocated **15 minutes** for the presentation, followed by **5 minutes** for the Question and Answer (Q&A) session.
 - The Session Chair will provide time reminders (e.g., **5 minutes remaining, 2 minutes remaining, and time is up**) to assist presenters in keeping scheduling.
 - Presenters are expected to conclude their presentation promptly when instructed by the Session Chair to ensure the programme runs according to schedule.

Technical Issues

1. Presenters may contact the designated technical support person or any committee member at the venue if they are facing any difficulties before the presentation session.
2. In the event of technical difficulties during the presentation, the Session Chair may pause the presentation briefly.
3. Any changes to the presentation arrangement due to major technical difficulties will be subject to the decision of the Session Chair and Organising Committee.

C. Presentation Slide Recommendations

1. Presenters are encouraged to prepare concise, professional, and visually clear presentation slides.
2. A suggested presentation structure is:
 - Title
 - Introduction / Background
 - Research Objectives
 - Methodology
 - Results
 - Discussion
 - Conclusion
 - Acknowledgements
 - Contact Information (optional)
3. A presentation of approximately **10–15 slides** are recommended for the allocated 15-minute presentation.
4. Presenters should ensure that:
 - Text and figures are clearly visible.
 - Excessive text is avoided.
 - Figures, graphs, tables, and images are of sufficient resolution.

- Appropriate acknowledgement and citation are provided for materials obtained from other sources.
 - The presentation can be completed comfortably within the allocated **15 minutes**.
5. Presenters are responsible for ensuring the accuracy, originality, and quality of their presentation materials.
 6. Any copyrighted materials used in the presentation must be appropriately acknowledged, cited, or used with the necessary permission.
 7. Presenters should ensure that their submitted presentation materials do not contain confidential or restricted information.

E. Certificate of Presentation

1. Presentation certificates will be issued only to presenters who:
 - Complete their scheduled presentation.
 - Attend their assigned presentation session.
 - Participate in the Q&A session.
 - Comply with the conference presentation requirements.

F. General Notes and Rules

1. Presenters must adhere strictly to the conference programme and allocated presentation time.
2. Presenters must be present during their assigned session.
3. The Session Chair has the authority to stop presentations that exceed the allotted time.
4. Questions should be brief and relevant to the presented work.
5. All discussions should be conducted respectfully and professionally.
6. The Session Chair is responsible for managing the presentation and Q&A time.
7. The decision of the Session Chair regarding session management shall be final.
8. The ICAMME 2026 Organising Committee reserves the right to make necessary changes to the presentation schedule and session arrangements.
9. All presenters and participants are expected to maintain professional and ethical conduct throughout the conference.
10. Presenters are advised to regularly check the official ICAMME 2026 website and email for updates regarding presentation schedules, Zoom links, video submission deadlines, and other conference information.

ICAMME 2026 Programme Committee

"Advancing Materials, Manufacturing and Engineering for a Sustainable Future"