

ISTEC CoST2018

Guide to preparing MS PowerPoint Show for VIRTUAL mode

NOTE:

This document describes the suggested format and contents for preparing MS PowerPoint show to be used in VIRTUAL presentation mode.

This is not a MS PowerPoint Show template file.

Authors in VIRTUAL mode are advised to submit presentation file in **MS PowerPoint Show format (.pps / .ppsx)**

Send it to istec_cost@uitm.edu.my

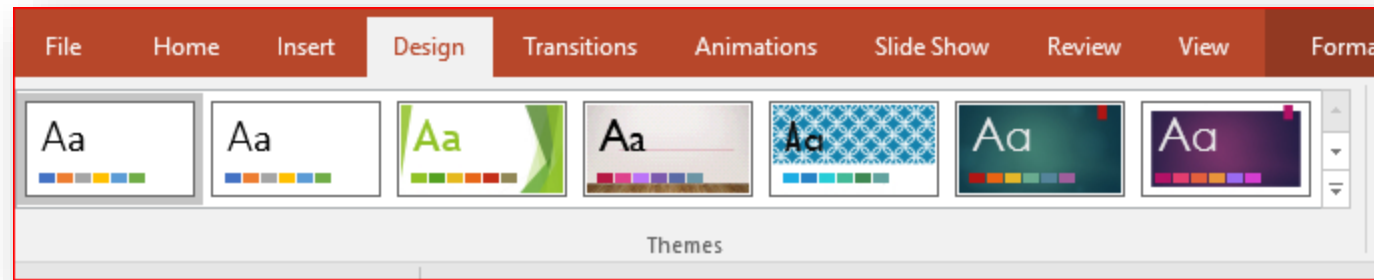
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<< Title of paper >>

<< Author(s) Name >>

Introduction

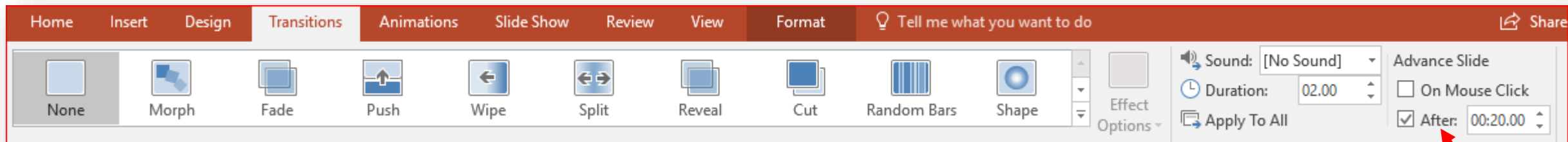
- Design and template : You may use any **Design Themes** that you like in MSPowerPoint.



- Write the introduction of your presentation/paper.

Contents of Presentation

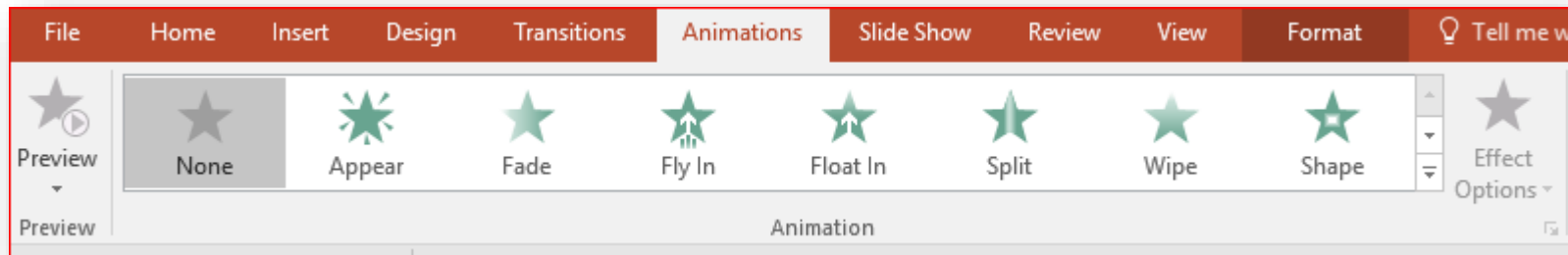
- Copy and paste contents from your paper to fit nicely into as many slides as you wish.
- Please ensure contents are readable (maximum of 5-6 sentences per slide).
- Please set the **Transitions – Advance Slide** properties **for each slide**. For example, **00:20:00** will set 20 seconds as duration to display the current slide.



- Check that the duration for each slide is sufficient for reading by playing all slides in Slide Show mode. Then when you are ready, save your .ppt /.pptx file as .pps/.ppsx.

Contents of presentation (cont.)

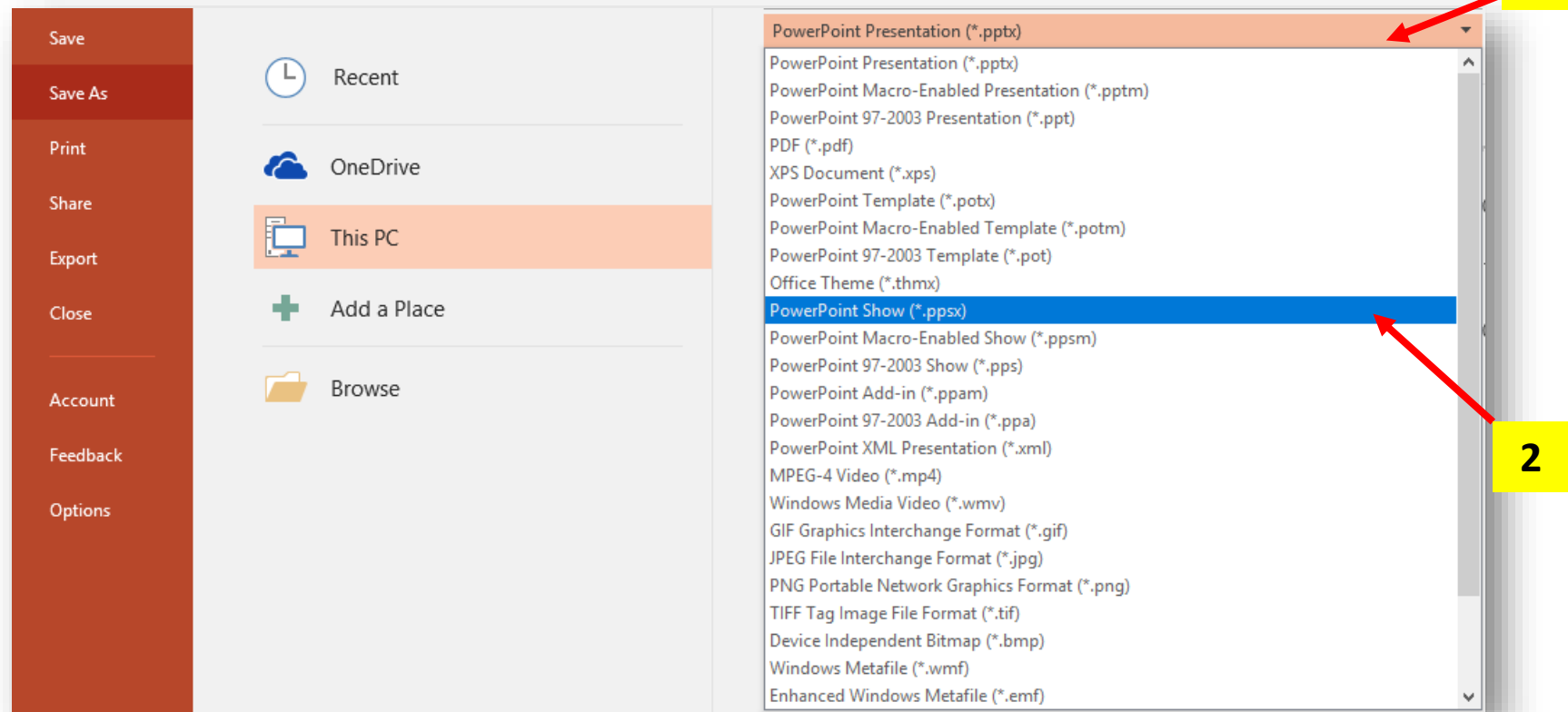
- **Narration / spoken text** : You may also include narration for any slide if you feel it is necessary to enhance listeners' understanding.
- **Animations** : You may include animations for objects/pictures in your slide, but it is recommended that you use them occasionally.



Conclusion / Acknowledgment

- Write your conclusion and acknowledgment

Tips on Saving your file as MS PowerPoint show



1. Ensure that you have saved one copy of your presentation by choosing **File > Save As > PowerPoint Presentation (.ppt or .pptx)**. Enter suitable name to this file. For eg, if your paper was given 200 as ID number, save this file as “Paper_200.ppt OR Paper_200.pptx”
2. Then, choose **File > Save As > PowerPoint Show (.pps or .ppsx)**. Enter suitable name to this file. For eg, if your paper was given 200 as ID number, save this file as “Paper_200.pps OR Paper_200.ppsx”
3. Email the .pps / .ppsx file to istec_cost@uitm.edu.my. Please remark with your PaperID.