

• 2027 •

4th International Higher Education Teaching, Learning and Student Support Conference

REIMAGINING HIGHER EDUCATION 2030

3-6 MAY 2027

Winnie Madikizela Mandela Building,
Unisa Muckleneuk Campus

GUIDELINES FOR ACADEMIC POWERPOINT PRESENTATIONS

1. Duration of the presentation

- Your presentation should be 20 minutes which is divided as follows (15 min presentation and 5 minutes question and answer)

2. Slide Layout and Design:

- Use a clean and professional slide design.
- *Slide Size and Aspect Ratio:*
- *Confirm the conference's recommended slide size and aspect ratio (commonly 16:9).*
- Adapt your content to fit the designated format.

RECOMMENDATION: Conference to provide a standard pptx design and layout to avoid many templates.

3. Title Slide:

- Include a clear and concise title.
- List your name, affiliation, and contact information.
- Consider adding a relevant image or graphic [e.g., your head and shoulder photograph](#).

4. Outline Slide

- Provide [an outline of the presentation](#) to guide the audience through your presentation.

5. Introduction

- Clearly state the purpose and objectives of your presentation.
- Provide a brief overview of your research question or problem.

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6. Background and Literature Review

- Summarize relevant background information.
- Briefly review pertinent literature to set the context for your study.

7. Research Questions or Hypotheses

- Clearly present your research questions or hypotheses.

8. Methodology:

- Summarize your research design, methods, and data collection procedures.
- Use visuals (e.g., flowcharts, diagrams) to enhance understanding.

9. Results

- Display key findings using charts, graphs, or images.
- Focus on the most important results without overwhelming details.

10. Discussion

- Interpret your results and discuss their implications.
- Relate your findings to existing literature and theoretical frameworks.

11. Conclusion

- Summarize the main points and conclusions of your research.
- Clearly state the significance of your study and potential future research directions.

12. Visual Elements

- Use visuals sparingly and ensure they are clear and relevant.
- Avoid cluttered slides that may distract from your message.

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13. Bullet Points and Text:

- Use bullet points for key information.
- Limit text on each slide to enhance readability.

14. Font and font size

- Ensure that your text is large enough to be easily readable by the audience.
- Use a consistent font size throughout (24 font size).
- Use Arial font throughout.

15. Transition Slides

- Use transition slides between major sections to guide the audience smoothly.

16. Question and answer Slide

- Include a slide inviting questions from the audience.
- Be prepared to address questions during the Q&A session.

17. Presenter Notes

- Use the presenter notes feature to add additional information, reminders, or references if you so wish.

18. Practice and Timing

- Rehearse your presentation to ensure it fits within the allocated time.
- Practice speaking clearly and confidently.

19. Technical Check

- Test your presentation on the conference equipment before your session.
- Ensure compatibility with conference software and hardware.

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20. Engagement with the Audience

- Encourage audience interaction, questions, and discussion.
- Maintain eye contact and engage with the audience throughout your presentation.

By following these guidelines, you will create an engaging and effective PowerPoint presentation for your conference. Good luck with your presentation!