

Guidelines for Short Communication Presentations

The First International Subtайн University Medical Education Conference ISUMEC

Karbala, Iraq | October 25-27, 2025

1. Presentation Time and Structure

- Total time: **10 minutes**
 - **7 minutes** for presentation
 - **3 minutes** for Q&A
- 2 minutes before the end of your time, you will be notified. At exactly 7 minutes, your presentation will be stopped.
- Please keep to the allocated time strictly.

2. Language and Format

- Official presentation language: **English**
- Presentations must be prepared in **PowerPoint**.
- Use clear and readable fonts (preferably Arial or Calibri, minimum size 24).
- The PowerPoint template and official conference logos are available on the website. Presenters are kindly recommended to use these resources when designing their presentation file.

3. Content of Slides

- Maximum: **10 slides**
- Suggested structure:
 1. Title, authors, and affiliation
 2. Introduction and objectives
 3. Methods
 4. Results
 5. Discussion and conclusion
 6. Key message or practical recommendation

4. Technical Requirements

- Final file format: **.pptx**
- Please send your file to: **inquiry.isumec@sums.edu.iq**
- File name format: **SC Number-Presentation ID-Presenter's Family Name.pptx**
(Example: **SC1-01-Fallahzadeh.pptx**)
- The presentation ID of each paper has been provided in the detailed conference program. Please visit the conference website, download the program, and note your presentation ID.

5. On-site Instructions

- Presenters must arrive in the presentation hall **30 minutes before their session**.
- When you enter the hall, please introduce yourself to the session chair.
- Technical staff will be available to assist with slide testing.
- Editing your slides is possible in the **Preview Room** up to one hour before your session.

- Due to time limitations, no new slide sets will be accepted on the session rooms computer. Presentations without uploaded files will be considered withdrawn. **It is not possible to edit or replace the slides in the session rooms.**
- All Short Communications will be evaluated by the conference Review Panel, and award will be presented to the best presentation during the closing ceremony.

6. Contact Information

For further inquiries, please contact us via **Telegram** at: [@Tameme_isumec](https://t.me/Tameme_isumec)