

# Guidelines for Short Communication Presentations

*The First International Subtain 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 Presentations without uploaded files will be considered withdrawn.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)