

Presenter Guideline

3rd Coastal Water Convention 2026

Mode of Presentation: Oral presentation supported by necessary slides

Time Allocation: 5–6 minutes maximum (strictly enforced)

Format: Presentation followed by Question and Answer (Q&A)

1. Purpose and Expectations

Presentations are expected to communicate key findings, practical relevance, and actionable messages related to coastal water security and climate resilience in Bangladesh. Presenters should deliver clear, evidence-informed messages within the allocated time and contribute constructively to the subsequent Q&A.

2. Presentation Format

Oral presentation with slides is the standard mode. Slides should support, not replace, the spoken presentation. The presenter should maintain professional delivery, use inclusive language, and align messaging with the Convention's thematic focus.

3. Time Management Requirements

The session agenda is time-bound. Presenters must conclude within **5–6 minutes** to protect the time allocation for all speakers and to ensure adequate Q&A.

Recommended internal pacing:

- **0:00–0:30** Title, presenter identification, and context
- **0:30–3:30** Core content (problem, approach, evidence, results)
- **3:30–5:30** Key messages, implications, and recommendations
- **5:30–6:00** Closing statement and transition to Q&A

If time exceeds the limit, the session team may intervene to close the presentation.

4. Slide Preparation Standards

Slides should be concise, accessible, and professionally formatted.

Minimum standards:

- Use a clean layout with high contrast and readable font sizes.
- Limit content per slide; prioritize key points, not paragraphs.
- Use graphs, maps, and visuals where they add clarity.
- Use consistent terminology, units, and references.
- Avoid excessive animations, heavy media files, or complex transitions.
- Ensure the last slide clearly states the main takeaway and recommended actions.

Recommended number of slides: **5–7 slides** for a 5–6 minute talk.

5. Suggested Content Structure

Presenters are encouraged to organize content in a logical sequence.

Recommended structure:

- **Context and problem statement:** What is the issue and why it matters.
- **Objective:** What the presentation seeks to demonstrate or answer.
- **Approach and evidence base:** Methods, data, field experience, or case material.
- **Key findings:** 2–4 clear findings, supported by evidence where possible.
- **Implications:** Relevance for policy, practice, governance, or community outcomes.

- **Recommendations:** 2–3 actionable, realistic recommendations.
- **Conclusion:** One clear closing message aligned with the Convention theme.

6. Professional Delivery

Presenters are expected to:

- Speak clearly and at a measured pace.
- Maintain respectful, inclusive, and non-discriminatory language.
- Use plain language where possible, and explain acronyms on first use.
- Avoid promotional messaging and keep the focus on evidence and learning.
- Acknowledge partners and funding sources briefly, where applicable.

7. Q&A Protocol

Q&A is integral to the Convention’s learning and dialogue.

Presenter responsibilities during Q&A:

- Provide concise responses, focusing on the question asked.
- Clarify assumptions, limitations, and uncertainties when relevant.
- Acknowledge where evidence is incomplete and indicate how it could be strengthened.
- Maintain professionalism at all times, including in disagreement.
- Avoid confidential or sensitive disclosures; respect data protection and community safeguarding.

8. Technical Readiness

Presenters should ensure readiness to avoid disruption.

Minimum expectations:

- Arrive at the session room early and confirm slide compatibility.
- Bring slides on a reliable device and a backup (USB or cloud access).
- Use standard file formats (PowerPoint and PDF recommended).
- Ensure embedded fonts and visuals render correctly.
- Ensure any video or audio is essential and time-efficient; avoid dependence on unstable internet.

9. Ethical and Quality Considerations

Presentations should uphold good practice in research and communication.

Presenters should:

- Cite data sources and acknowledge limitations.
- Avoid misrepresentation, exaggeration, or unsupported claims.
- Respect community consent, anonymity, and safeguarding norms.
- Present gender-responsive and equity-aware perspectives where relevant.

10. Closing Guidance

A strong presentation is one that is timely, evidence-informed, practical, and aligned with the Convention’s objectives. Presenters are encouraged to focus on what decision-makers and practitioners can take forward, especially under the realities of climate risk and resource constraints in coastal contexts.

If you want, I can also format this as a one-page guideline with a clean header for printing and distribution.

Presenter's Success Guide: 3rd Coastal Water Convention 2026



The 6-Minute Blueprint



Strict 5-6 Minute Time Limit

The session team will intervene if your presentation exceeds the 6-minute mark.



5-7 Recommended Slides

Aim for a concise slide deck that supports rather than replaces your speech.

Logical Content Flow



Internal Pacing Guide



Avoid



Prioritize Visuals

Prioritize Visuals Over Text

Use high-contrast layouts, maps, and graphs instead of dense paragraphs.



Preparation & Delivery Protocols

Technical Readiness

Arrive early to test compatibility and bring a backup USB with your files.

Professional & Inclusive Delivery

Use plain language, explain all acronyms, and acknowledge all funding sources.

