



## **1. Oral Presentation Guidelines:**

1. There are Parallel sessions in the Conference. We would like to ensure that the sessions run in synchronization, for which each presenter should respect the time allotted (12 min for presentation (warn at 10) + 2 min for Q and A + 1 min for changeover). The session chairs will have the authority to abruptly end the presentation, if it exceeds the allotted limit.
2. The first slide of presentation should include Title, Author name, Abstract ID. The selection of color combination such that text is clearly visible. Ensure that each slide is numbered.
3. The oral presentations should be handed over to the technical desk. The technical desk will remain open as per following schedule:

Date	Time	Venue
15 Jan 2019	6:00 pm – 7:00 pm	VMCC, Ground floor, Adjacent to 'Registration Desk'
16 Jan 2019	8.00 am – 8.45 am	In respective session rooms (in VMCC)
17 Jan 2019		
18 Jan 2019		

This is to ensure that there is no last minute rush. Changes to submitted files will not be allowed.

4. Please bring your presentation in a pen drive (direct connection from your laptop will not be allowed; please also do not rely on downloading the file from your mail server at that time). It is recommended to bring pdf version of the presentation, to avoid compatibility issues in the Windows environment. Please ensure pen drive is scanned for viruses.
5. The presenter should ensure their presentations are pre-loaded before the previous tea/lunch break of their session.
6. Files transferred to the session computers cannot be copied by anyone and will be deleted after the session. Anyone wishing to receive a copy of the slides should contact the presenter, not NSCS-27.
7. Frequently it is seen that there are issues with playing video/movies across systems with different configurations. Therefore, plan such that your presentation is effective even if

the movies do not run. No extra time will be allowed for trying to make the movies run. This will be strictly followed during the Conference. The computer systems/ laptops in the oral session rooms are not equipped with audio sound.

8. There will be no rearrangement of talks within an oral session to accommodate absences or cancellations; the time assigned to a talk within the oral session is fixed.

## **2. Poster Presentation Guidelines:**

1. Present the information on your poster in a manner that will be clearly visible and easy to read from 3 feet (1-meter distance). Each poster board measures 4 ft in height and 3 ft in width (1219 mm x 914 mm).
9. The sample poster for reference is uploaded separately. Consider this as indicative / suggestive only. The poster paper size should be of A0, 841 x1189 mm (33.1 x 46.8 inch). It should be portrait layout (height = 1189 mm, width = 841 mm) as the landscape layout can't be accommodated on the available poster board. Abstract ID should be mentioned at upper right hand corner as shown in sample poster. The selection of color combination such that text is clearly visible.
2. The sample poster is indicative. No restriction on color selection for background/ font and use appropriate section headings as per convenience. Logo of author's respective institute can be put at mentioned position in the poster.
3. If you have more than one poster and they are not side by side, then you need to spread your time over all poster presentations. Please add note on the poster board as to what time you will be present and also inform the session chair(s). This should be case even if you have only one poster but need to look at others, please leave a note on the poster board as well.
4. Please note that NSCS accepts no responsibility for the material that may be left behind, lost, stolen, or damaged.
5. For posters, the word presented means that an author must be present at the poster during the entire session.

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