

## Guidelines for speakers (Free Paper Presentation – Delegates & PG’s)

- Presentations will be sequenced according to the day, hall, session, and time.

### *Format for oral presentation -*

- Incorporate your profile and disclaimer slides as slides one and two of your presentation. The templates are attached to the email.
- Presentations in Microsoft PowerPoint (pptx) or Keynote with a 16:9 (WIDE) aspect ratio will be accepted. No other formats will be entertained.
- All presentations are to be made in landscape layout.
- For privacy and copyright reasons, all speakers are encouraged to watermark their slides and block the eyes or identity of patients in photographs.
- **Carry a copy of all video files associated with the presentation in MP4 format, along with the presentation as a single folder.**

### *Instructions to speakers -*

- Please adhere to your topic. Speakers are encouraged to refer to the list of other topics on the schedule and try to avoid content overlap.
- All speakers are encouraged to review their presentations in preview rooms to ensure optimal slide, audio, video, or animation performance.
- Presentations on **personal laptops/tabs/USB devices are not permitted.**
- Speakers are requested to load their presentations at least **three hours** before their presentation time. Those presenting in the first two sessions in the morning are requested to submit their presentations by the previous evening before 5 p.m.
- Changes to submitted presentations will be allowed until **one hour before the start of the session.** After that, no edits will be accepted.
- Presentations will be accepted only from a pen drive and cannot be retrieved from mobile devices or the Internet.
- Only material submitted at the preview room will be allowed for presentation.
- All speakers are requested to adhere to the allotted time.
- **A digital reverse timer will be displayed on the stage.**
- **A reminder bell is automatically programmed: one bell one minute before the time-lapse and the second long bell at the end of the stipulated time to indicate the conclusion of the presentation. (Delegates 7 minutes + 1 minute Discussion) (PG – 5 minutes Presentation + 1 minute Discussion)**
- **The audio/video will switch off automatically within a few seconds after the stipulated time of presentation.**

- Kindly be present at your respective presentation halls at least 30 minutes before the start of the session.
- Report to the hall convenor/volunteers, who will help you to your seats in the front row.
- All speakers are requested to remain in the hall till the end of their respective sessions and the discussion time.
- Kindly contact the hall convenor/volunteers for any further assistance.

The organising committee appreciates your cooperation and support.

Please get in touch with the scientific coordinators with any questions about your session.

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