

GUIDELINES FOR INDIVIDUAL PRESENTERS

(for Contributed Oral Papers)

- Please refer to the technical program section for details regarding the slot of your session.
- Kindly note the time allotted for your talk. Please allocate at least **3 minutes** for discussions as part of your time slot.
- Please prepare your presentation suitably to complete your talk within your allocated **12 minutes**.
- Prepare your presentation in **PowerPoint format**, which is **compatible** to be loaded on **Windows PC** (not MAC).
- Please carry your presentation in a **pen drive** so that you can load it in the computer that is provided at the venue notified in the technical program.
- All the presentations for the scheduled talks will be loaded in the computer **BEFORE** the session starts (unless you have compelling reason not to do so).
- Please look for your Session Chair and reach your venue **at least 15 minutes before your allocated time** slot to deliver your talk.
- While delivering your talk, kindly avoid spending too much time on introduction. Focus more on presenting the results and applications during the allotted time.

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- Posters should be prepared in portrait format in **European A0 size** (ISO 216, DIN 476), **OR** no more than **36" inch width and 44" inch height**.
- Compliance with these dimensions will facilitate the presentation of a maximal number of posters in the space available.
- Posters may be attached with tacks or stick pins.
- While preparing your poster, avoid allocating too much space for introduction. Focus more on displaying your results and application in the allocated poster size.
- Please fix your poster well in advance so that the participants can have a look (during breaks, such as lunch & high tea sessions, etc.) even if you are not available near the poster.
- However, please ensure that you are available during your specified poster session so that you can explain the details.
- After completing your poster session, please leave the pins on the board so that it is available for other colleagues.

BEST OF LUCK!