

GUIDELINES FOR ORAL PRESENTERS

1. Each oral presenter will get **6 minutes** for the presentation and **2 minutes** for interaction. In view of large number of presentations no extra time will be given. The presenter has to strictly complete their talk within 6 minutes.
2. It is recommended that you load the PowerPoint of your presentation into the computer of the room in the beginning of your session, or at least during the coffee break or lunch break preceding the session. It will not be possible to upload the file when the session is already running.
3. All presenters are asked to use PowerPoint only for their presentations. Please bring your presentation to the conference on either a CDROM or low capacity USB memory stick only. Personal laptops / Tablets / Mobiles or other devices will not be allowed for presentation.
4. Any request for re-scheduling of presentation timings / sessions will not be entertained. However, in unavoidable circumstances, rescheduling the presentations within the sessions may be permitted by the session chairs.
5. A detailed schedule of individual oral presentation will be available very soon on the web site as well as by email.

GUIDELINES FOR POSTER PRESENTERS

1. Poster Dimensions: **85 cm (width) X 120 cm (height)**.
2. Strictly follow the poster dimension given above .The Poster title, author(s) name and affiliation(s) should appear at the top.
3. You are supposed to hang up the poster yourself. Necessary material to display the poster will be available on-site. During the Conference, poster assistants will be

available to help the authors with any information or assistance they may need. Authors are expected to be at their poster when its session is scheduled.

4. Posters must be removed at the end of the each session. The organizers are not responsible for posters not collected by their authors.

5. All poster presenters will be giving a short **2 minutes** oral presentation in addition to hanging their posters in the poster area. Poster presenter can make 2 minutes short presentation in 2 slides.

6. The Organizing Committee will provide all the accessories needed for fixing the posters.

7. It will not be possible for poster authors to print the poster at the conference premises.

GENERAL GUIDELINES FOR ALL THE PARTICIPANTS

1. Participants will be able to get their registration kit at the registration desk.

2. All oral and poster presenters are requested to occupy seats in their halls 15 minutes prior to the start of sessions to avoid last minute rush and minimise clatter noise as open announcements are made for the start of sessions.

3. Use of MOBILE phones / SIM enabled TABLETS or such devices which will interfere with conduct of sessions will not be permitted. Please power off these devices or ensure that they are kept in silent mode; in case of utmost urgency, please move out of the hall quietly and respond to the call.

4. Our humble but purposeful request to all is to offer your fullest co-operation for the smooth conduct of oral and poster proceedings