

## **GUIDELINES FOR ORAL PRESENTATION:**

1. Each presentation session will have a moderator, with one or more committee members. Presenters will be allocated 08 minutes to deliver their presentation, with an additional 02 minutes for a Q&A round.
2. The presentation will be in MS-Power Point. The presentation file should be in a format compatible with Microsoft power point 2007 (or higher).
3. All presenters are required to submit their presentation file during registration on the first day of the conference or at least 1 hour before the session starts at the submission desk or to the operator of each presentation.
4. Every accepted paper to AMIFOST 2023 needs to have at least one author attend the conference and present the paper in oral session. Authors of **no-show papers** will not have their registration fees refunded. Only author who present the paper receives the certificate of presentation.

## **GUIDELINES FOR POSTER PRESENTATION:**

1. There will be several posters presented during the conference, exhibited at each poster session. To make these sessions run smoothly, cooperation from poster presenter, is necessary. Please make sure your plotted poster is put up before the start of the session and removed after it has ended.
2. The placement of your poster will be marked on the poster board, where it will be presented with your poster number. Check your mail for your poster number, after 4<sup>th</sup> April 2023.
3. The poster should be prepared in English.
4. The title should be the same as the abstract submitted.
5. The name of the presenting author should be bold and underlined.
6. The recommended format to plot the poster should be **90 x 120 cm (width x height)** and needs to be displayed in portrait form.

7. Your posters will be attached to the panel with double sided tape or pushpins, which will be already available on the panel. If presenter need more double-sided tape or pushpins, they can contact the poster area committee.
8. The use of colour graphics, diagrams, tables, and headline style phrases in bullet charts will help the audience to quickly see the theme and intended message.
9. Possible contents of poster: Introduction + objective the study, materials and method, results and discussion, conclusion, acknowledgment (optional), and references.
10. Authors are requested to check their email regularly for updates.