**PRESENTATION GUIDELINES**

**At the outset we seek your sincere cooperation in order to conduct a well-coordinated scientific programme in respect of academic content, technological aspects and the most importantly TIME MANAGEMENT.**

**Presentation Time –
Please follow the Presentation Time strictly, mentioned in your mail. Please note:**

**1. There will be a warning bell 1 minute before the end of your stipulated time.
2. At the end of your time the projection will stop and screen will go blank.
3. You will be allowed 30 seconds only to sum up your presentation.**

**There will be facility in all the halls for single presentation from the computer.**

**(MAC only) provided.**

**The presentation can be on PowerPoint (preferably pptx) using MS office 2011 MAC version 16.16.13 Or as a KEYNOTE upto version as wide screen 16:9 aspect ratio.**

**USAGE OF OWN LAPTOPS WILL NOT BE PERMITTED DUE TO THE CONSTRAINT OF TIME. PRESENTATIONS WILL BE ACCEPTED ONLY FROM PEN DRIVE OR CD/DVD AND CANNOT BE COLLECTED FROM MOBILES OR THE INTERNET.**

**All movie files should be brought as .mp4 along with the presentation as a single folder.**

**All the time of loading please verify and ensure that your videos are working.**

**If any special fonts are used please bring the presentation as a pack and go (if created on windows) or save it as a .pptx as the fonts will get embedded and bring your laptop to the preview room.**

**There will be a digital reverse timer at the hall and all the participants are requested to stick to the allotted time.**

**ALL PRESENTERS ARE REQUESTED TO LOAD THEIR PRESETATIONS ATLEAST HOURS BEFORE THEIR PRESENTATION TIME**

**No changes will be allowed to be made to the presentation at the last hour.**

**Only material submitted at the preview room will be allowed for presentation.**

**ALL COLLECTED PRESENTATIONS WILL BE ERASED AT THE END OF THE SESSION**

**Use light coloured fonts in contrast to dark background for better visibility on LED screen. Please avoid using white background for the presentation slides.**

**WE REQUEST ALL PRESENTERS TO BE PRESENT AT THE HALL AT LEAST 15 -MINUTES BEFORE THEIR PRESENTATION.**