**GUIDELINES FOR ORAL PRESENTATION (Physical Conference Presenters)**

* Abstract, Extended abstract&Case studies submissiondeadline: 30th of March 2024
* Each presenter will be given a time slot of 15 minutes in total, which is distributed as 12 minutes of presentation and 3 minutes of answering questions from the auditorium.
* Presentations should be in English and prepared in .ppt/.pptx format only. (PowerPoint 2010 or lower)

**Guidelines for MS PowerPoint presentation**

* Slides should be prepared to 16:9 ratio
* The first slide of the presentation should include the presentation title, conference ID, name(s) of the author(s), and the affiliation/s of the author/s.
* The rest of the slides should follow the following order: Introduction, Objectives, Methodology, Results and Discussion, Conclusion, Recommendations, Acknowledgement, and References (IEEE).
* Follow the given presentation format for the presentation. Make sure the photographs and videos used are in adequate resolution. Use below settings for the presentation.
	+ Font: Arial/Arial Black / Times New Roman
	+ Font Size: Main Topic 32
	+ Font Size: Sub Topics 28
	+ Font Size: Body Minimum 18
* Send your final presentation via email to the organizing committee by the prescribed deadline
* The presentation should be submitted using the link https://forms.gle/6xVTMtuJZZSmNsFk7
* Make sure the presentation file is properly labeled with your conference ID.
* Bring an extra-copy of your presentation to the conference on a USB media storage device. This copy is to be used as a backup if required

**General Instruction**

* If you need special arrangements you should make that known to the organizing committee by the presentation submission deadline.
* Please note that the organizing committee will not be held responsible for any technical issues occurring due to late communication.
* Ensure that you are available at least 30 minutes before the session starts on the day of the conference.
* Please note that use of personal laptops/ note books will not be allowed due to constraints on time
* To facilitate smooth running of the session, a countdown screen that will run retrograde will be placed in front of you. At the end of the full allocated time (15 minutes), you will be asked to stop the presentation by the moderator.
* The oral presentations will be evaluated by a panel of judges. Presentations which are longer or considerably shorter than the allocated time will be penalized by judges.
* In order for the audience to move between sessions we will keep the schedule starting time for each presentation even if the previous author does not require the full 15 minutes allowed.
* As the schedule of presentation sessions is tight it is of utmost importance that all presenters are ready and in time for their presentations.

**INSTRUCTIONS FOR ORAL PRESENTATIONS (****VirtualConference Presenters)**

Addition to the instructions provided above, Virtual Conference Presenters should adhere to the following guidelines.

* All the oral presenters are required to send a pre-recorded video presentation limited to 12 minutes.
* Presenters should participate in a live Q&A (3 minutes) session scheduled during the program.
* Please share your PowerPoint presentation (PDF file) and the recording (MP4) via the provided linkon or before the 10th of June 2024.(https://forms.gle/t8HYFVfFUawLKmpq9)
* Please specify your particular conference ID (CMT ID) when uploading the video/ presentation. (Ex: OP\_CMT-001\_YSCMR2022)

**Record MS Power Point slide show with vocal illustrations using Zoom.**

* How to create video using zoom?

➢ watch video 1 <https://www.youtube.com/watch?v=4BXjQ4x-H1s>

➢ watch video 2: <https://www.youtube.com/watch?v=P6cTbnUPwfY>

* All the recordings should be conducted in formal attire.
* Recordings should be carried out on a white background without background disturbances.
* Keep maximum volume during the recording.
* Make sure to maintain constant flow during the video preparation.
* An MP4 Landscape orientated full-screen view video is preferred.

**At the conference**

* You are required to join the Zoom conference meeting, at least 15 minutes prior to the presentation time, but participation from the beginning of the symposium is highly appreciated (Links will be shared in due course).
* Your Zoom account should appear by your name and conference ID
* You have to mute your microphone till you get the time for the presentation
* It is compulsory to participate questions and answers sessions
* Your video should be on throughout the presentation