

GUIDELINES FOR PODIUM PRESENTATION:

- You are required to make a Power Point Presentation in MS Office (Ver 2010 or newer) in .ppt/.pptx format.
- Please make the presentation in 16:9 aspect ratio for optimum projection.
- If you have inserted any videos, please make sure that all the videos are in the SAME FOLDER with PPT file.
- Confirm that your presentation contains only standard fonts. For cross-platform compatibility, the use of Arial, Verdana, Times New Roman is advised. Some other fonts may not transfer properly from your computer to the system used for presentation.
- Please submit your presentation to the technical staff in the preview room at least one day before your session and run through it with them to make sure it is working adequately
- At the time of loading please verify & ensure that your videos are working
- If you have PPT+ videos you can ZIP the files and send it to the mail ID: <u>scientificposicon2023@gmail.com</u>
- If the file is more than the accepted size you can send it through one of the Big File Transfer services
- The PPT file should have your name and day of your presentation
- Usage of own laptops will not be permitted due to the constraint of time
- There will be a digital reverse timer at the hall and all participants are requested to stick to the allotted time