

GUIDELINES FOR ORAL PRESENTATION PREPARATION

Time Allocation:

- **Presentation:** 7 minutes
- **Discussion:** 2 minutes

Format: Presentations must be in **MS PowerPoint**.

Preparation:

- Rehearse to stay within the time limit.
- Preview your PowerPoint before submission.

Submission:

- Presentations must be submitted on a **pen drive** to the **projectionist at least one hour** before the scheduled session.

GUIDELINES FOR POSTER PRESENTATION PREPARATION

1. **Language:** All posters must be in **English**.
2. **Title:** Must match the **abstract title** exactly.
3. **Presenter Identification:**
 - a. **Bold and underline** the name of the **presenting author**.
4. **Poster Size:**
 - a. **90 cm (width) × 120 cm (height)**
 - b. Orientation: **Portrait**
5. **Design Tips:**
 - a. Use **photographs, diagrams, and tables** to enhance visual quality and clarity.
6. **Mounting & Removal:**
 - a. Presenters are responsible for **mounting and removing** their posters at the designated location and time.
7. **Supplies:**
 - a. Necessary materials for putting the posters on poster board (e.g., pins, tape) will be provided by the **Organizers**.
8. **Communication:**
 - a. Check your **email regularly** for updates and instructions.