

Guidelines for Effective Presentation

IMPORTANT

- To enable the staff to handle the technical aspects in an efficient way, all presentations should be prepared according to the guidelines below. It is essential that:
- The correct format is used
- **It is recommended to upload your presentation one day in advance. (If not, at least 8 Hours before beginning of your session)**
- If your session starts at 8.30 AM we highly recommend that you upload your presentation a day before. We will not accept any responsibility if presentations uploaded beyond the minimum suggested time
- The Speaker Preview Room is located in Studio 4.
- Please Pre - Book your slots via [Preview Room - BookMySlot](#) for a seamless experience.

In the Preview Room



- PC Preview room is equipped with:
 - Windows 10
 - MS-Office 2013/2016
- MAC
 - OS Sierra
 - Office 2013/2016
- One demo podium to get accustomed to Presentation Management Software.



In the Scientific Halls

Scientific halls are equipped with

- Lectern with microphone
- Laser pointer
- Laptop with operating system Windows 10 and MS-Office 2013/2016
- Remote control for PowerPoint
- A table next to the podium as standby

Guidelines for making great presentations



Making your presentation

Pictures

- JPG images are the preferred file format for inserted images.
- GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. The resolution of pictures between 72 and 200 dpi is sufficient. Bigger files would only increase the file size of your presentation.
- The recommended maximum file size of images should not exceed 250KBytes.

Movies / Videos

- Because of the many different video formats support cannot be provided for embedded videos in your presentation. Please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 and WMV format should work with no difficulties. The file size should not exceed 50 MB.
- Movies or videos that require additional reading or projection equipment (e.g. VHS cassettes) will not be accepted.

Uploading your Presentation

Please submit your presentation to the Speaker Preview Room via one of the following medium:

- CD ROM (CD-R/RW), DVD-ROM (DVD-R/RW)
- USB memory stick
- Save all files associated with your presentation (PowerPoint file, movie/video files etc.) to one folder/location
- The presentation will be transferred through the central server to the respective session room

Tips for better presentation

Do:

- Use a simple, concise Power Point show to illustrate and support your presentation, a few words or numbers, not more than seven words per line and seven lines per slide.
- Time yourself, practice beforehand so your presentation ends within the allotted time. Allow time for questions or comments.

Do not:

- Do not double click on the pointer or the laptop touchpad as system may become unresponsive and the presentation may crash.



Other Information

- You can control/move slides during your presentation on your own by using remote control. Please check this in the Speaker Preview Room in advance.
- Please be in the session room 15 minutes before the session starts to meet the moderator of your session and familiarize yourself with the technical equipment.
- Using your own laptop for presentation is not possible, in an emergency, we suggest you visit the preview room at least 4 hours before your presentation and hand over your computer to the AV team. They will check at the podium to ensure proper connections are made well in time.
- All the speakers are requested to adhere to the timings set for their presentations.
- Timer is embedded in the presentation.
- All the speakers are requested to adhere to the timings set for their presentations.
- An indication will be given 1 minute before the time allotted for your presentation ends, and 15 seconds before the end, your presentation will automatically go to your conclusion slide. Please note, that the presentation will go blank at the end of the allotted time.
- This is to ensure the conference runs on time and we request your cooperation



- Please use Microsoft PowerPoint 2010, 2013 or 2016 (*.pptx)
- If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .pptx format and not .ppt & .pps
- All presentations are best presented in 16:9 format (aspect ratio)
- Please use high contrast lettering and fonts with a minimum size of 32pt and high contrast layouts like light text on dark colors to enhance readability.
- Please do not touch the MICs
- Please avoid looking at the projection screen as its fetching the same content that's their in your presentation

For Chairpersons

- There will be separate Microphone for every chairperson.
- Headphones are also available on request.
- Two display screens are available in front of the chairpersons to see the presentation.
- You are requested not to introduce the speaker as their details will be projected.
- It is your responsibility to maintain time and end discussions within the allotted time.

Thank You