

Guidelines for oral presentation

Please note the following points regarding your presentation: -

1. Time for Presentation is 08 minutes plus 2 minutes for discussion.
2. The Audio-visual system will automatically switch off after 8 minutes, so please make your presentation accordingly and stick to timings.
3. If the videos have been incorporated in the presentation then it should be in .mov or mp4 format.
4. Personal laptops will not be allowed. Bring your presentation on a CD or memory stick.
5. **Color suggestions:**
 - a. When using light backgrounds (white, yellow, light blue) we suggest using dark fonts (black, navy blue, dark green)
 - b. When using dark backgrounds (blue, purple) we suggest using light fonts (white, yellow, cyan)
 - c. Avoid using red or green in any fonts or backgrounds as they are colors that are difficult to read
6. Illustrations/images/photographs used in the presentation should be enlarged enough to show relevant details
7. Please ensure that you load your presentation by 8.00 a.m. on the day of presentation with Audio-visual in charge (preview room) and make sure that your videos are working.
8. If you have not registered as a delegate, please register otherwise paper presentation will not be allowed.