







## ORAL & VIRTUAL PRESENTATION GUIDELINES FOR SPEAKERS













## **ORAL PRESENTATION GUIDELINES**

- The maximum duration of an oral presentation should **not exceed 15 minutes**. It must also include a small five-minute discussion and Q&A session.
- An author or co-author must represent the paper.
- Oral presentations should be delivered through a personal laptop or from a device available in the event hall on the conference day.
- Presenters can use Windows OS and MS PowerPoint during this process.
- The event volunteers will be present to assist the presenters in all possible ways.



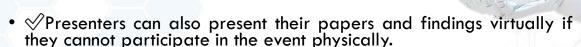








## VIRTUAL PRESENTATION GUIDELINES



- The duration of the online presentations shall not exceed 15 minutes in any case. It must also include a small five-minute discussion and Q&A session.
- The event organizers will share Zoom meeting links with the virtual presenters before the presentation.
- Presenters are requested to test their video and audio devices with the Zoom Test Platform to avoid last-minute delays and hassles.
- Online presenters are requested to share any presentations/documents they may wish to use to explain their findings during their session. It will benefit the event attendees who will be watching their online presentations.
- All the virtual presenters are requested to login into their Zoom platforms at least 30 minutes before their sessions.



















