



## Guidelines for Oral presentations at 50<sup>th</sup> ISHACON

- Time allotted to each presenter for oral presentation would be 10 minutes (8 minutes for presentation and 2 minutes for Questions).
- The timer kept on the podium shall give you the indication of time and if you exceed the limit, the moderators will remind you to stop the presentation. Hence it is advised that the presenters prepare their power point slides and practice their presentations prior to the final in order to maintain the time.
- The organizers will arrange for laptop for the presentation.
- A soft copy of the presentation in CD-ROM or USB Flash Drive (tested readily on power point viewer before finalizing) should be loaded into the system kept in the meeting room at least one hour prior to the presentation. There will be a volunteer to assist you.
- The copy of your presentation should be labelled with the following information on CD-ROM or Flash Drive:
  - o Date of Presentation
  - o Title of Presentation
  - o Paper code
  - o Author's Name
  - o Example (1Jan2015\_XXXXXXXX\_AO231\_XXXX)
- Here are few tips to help you prepare good PPT
  - o Keep in mind that presentation of text in each slide would take a minimum of one minute.
  - o Font size: minimum 24 point, preferably 36
  - o Limit the number of lines of text used per slide – easier for viewers.
  - o Color scheme: keep it simple, preferably not more than three colors. A dark background with light type is easier to read than a light background with dark type. Avoid using red color.
  - o Background: use a simple background. Avoid using patterns with slide-making software as the text may be difficult to read and distract the viewer.

## Guidelines for Poster presentations at 50<sup>th</sup> ISHACON

- In planning a poster presentation, it is useful to keep in mind the advantages of a poster over oral presentation. Posters are available for viewing for a longer duration. Authors and interested viewers have more time for discussion. More posters can be presented in the same time and space than oral presentations. Keep in mind that the information in the poster should be presented in as short time as possible and stimulate discussion. Planning and experience will make your poster presentation clear, effective and rewarding. Please note the following:
  - Information regarding location of the poster will be available from the registration desk. The code number of your poster will be printed on the poster board assigned for your poster.
  - Ensure that the size of the poster is of 4 feet (Height) x 3 feet (width).
  - The title and names of the authors must appear at the top of the poster. Use of a font size legible from a distance of 2 meters is recommended.
  - Bring copies of your poster printed in A4 or A3 size for distribution, if required. On-site arrangements for reproduction of your poster in A4 or A3 size will NOT be available.
  - Materials to secure posters to the boards (Thumb tacks or Push Pins /Double sided tapes) will be provided at the venue.
  - Posters should be displayed the entire day as per the schedule. However, it is mandatory for the presenters to be available for discussion at the poster display venue during the time allotted for poster evaluation.
  - See program schedule for further information.

BEST WISHES!!!