**General Oral Presentation and E - Poster Guidelines**  
  
All Oral and E-poster presentations will be played/viewed on Linux based computers. Your presentation must be prepared in PowerPoint and saved as a .pptx, .pdf, .odp file. Set the slide size of the page to “On-screen show (4:3)” and landscape orientation in the page set-up section. If you include audio clips or movies, they must be coded using standard codecs and embedded within your PowerPoint file. Do not use special fonts which are not part of the standard PowerPoint package as this will cause problems while uploading your file. Included photos should be enlarged enough to show relevant detail. Patient confidentiality must be protected. No names should appear in illustrations.   
  
**Tips for Effective Presentations**  
  
1.      Plan your content first.   
  
2.      If you must use a background template, keep it simple.   
  
3.      Choose a font color that contrasts with the background color.   
  
4.      Avoid using fancy fonts or san serif fonts.   
  
5.      Avoid using slide transitions.   
  
6.      Include only necessary information on a slide, and use slide content to clarify the spoken word.   
  
7.      Limit the written information on each slide to six lines with no more than six words per line. Be sure to use a font large enough (ideally 30 point) for everyone to read easily. This is particularly important when you are lecturing in the large general session meeting rooms.  
  
**Guidelines for Oral Presentations**  
  
1.      Prepare your lecture carefully. Stress the key points. Do not use jargon, particularly when speaking to an interdisciplinary, international audience.  
  
2.      The total time limit prescribed to individual presentations 20 minutes, wherein 15 minutes have been allowed for study presentation and 5 minutes for question – answer session.  
  
3.      Limit 15 minute Show and Tell presentations to 15 or fewer slides.   
  
4.      Time required (30 - 60 seconds) to get to the podium and open your power-point is included in your 15 minute time allotment, so please plan the length of your talk accordingly. For the 20 minute paper Show and Tell Sessions, there will be one minute between each 20 minute presentation for speaker changeover. You will not be permitted to exceed your time allotment. Exceeding the time allowed is disrespectful to the audience and other speakers. It indicates that you have not prepared your presentation appropriately.  
  
  
**Guidelines for E - Poster Presentations**  
  
The conference will use e-Posters to reduce the carbon footprint of the meeting, save on the cost and inconvenience to attendees associated with printing and transporting conventional paper posters, and maximize exposure to e-Poster presentations by making them accessible to attendees, on demand, throughout the duration of the conference.   
  
Structure  
  
The mode of e-Poster presentation will be e–Poster Presentation. The participants have to make an e-Poster in PowerPoint. The e-Poster slideshow should be viewable by an attendee within a 5 minute time – frame. The specification for the e-poster should be as follows:  
  
1.      The e-Poster should be made in one-to-5 slides of PowerPoint in PDF file.  
  
2.      It should be in landscape with width and height of slide being 35.6 inches and 23.8 inches respectively. (Open the Power Point, in the access toolbar go to Design, select slide orientation and click landscape in it).  
  
3.      Now click on Page set up, change the slide sized for to CUSTOM. Change width and length to 35.6 inches and 23.8 inches respectively. Press OK.)  
  
4.      The e-Poster should be made under following heading Title with the name of authors, Introduction, Aims and Objective, Material and Methods, Result, Conclusion and Discussion.  
  
5.      The e-Poster should be in Times New Roman with Heading in font size 40 and content in font size 36.   
  
6.      The e-Poster should be of around 600 words.  
  
If you include audio clips or movies, they must be coded using standard codecs and embedded within your PowerPoint file. Do not use special fonts which are not part of the standard PowerPoint package as this will cause problems while uploading your file.   
  
Images  
  
·         JPEG images are the preferred file format for inserted images.   
  
·         Insert images into slides using “Insert/Picture” command.   
  
·         Ensure that your images fit inside the slide, resizing or cropping them as necessary.   
  
·         Included photos should be enlarged enough to show relevant detail. Patient confidentiality must be protected. No names should appear in illustrations.   
  
·         Compress images using the “File/Save As/Tools/Compress Pictures” command and selecting.  
  
·         Screen (150 ppi) or Print (220 ppi) as the target output.   
  
Narration  
  
You may add narration, in English only, to your slideshow. Should you choose to do so, add a text box to the bottom center of your Title slide that contains the words “Narrated Presentation”.  If you choose to narrate the entire slideshow, the slideshow must not exceed 5 minutes in duration. If you choose to add narrative comments to individual slides, record no more than a total of 5 minutes of narration across all slides.