

4th National Bioethics Conference
Dec 6, 7 and 8, 2012
@ University of Hyderabad, Hyderabad, India

Guidelines for plenary speakers

The full program of the 4th National Bioethics Conference will consist of 5 plenaries including an inaugural and a valedictory session. Through these plenaries 13 invited speakers will deliver keynote addresses. The conference will have 9 parallel tracks for paper presentations at which 34 papers will be presented. Additionally, there are 8 parallel tracks for workshops/symposia. There are also poster presentation sessions.

You will appreciate that we want to organize all these presentations as efficiently and smoothly as possible. **Please read these instructions very carefully.**

Your presentations

- **A Speakers Service Center** is available during the whole conference.
- All speakers/ presenters with a power point presentation **MUST load their presentations in the Speakers Service Center** after you have arrived at the Conference venue. There will be technical assistance in case you need help.
- The organizational volunteers will help you to find this room and will supply you with all information needed at the registration desk.
- Speakers from the first sessions on each day have to hand in their files the day before their lecture will take place. We request the speakers of the opening plenary to either send their presentations (if power point slide deck) ahead of time.
- All other speakers and presenters have to hand in their presentations at least 90 minutes before their symposium/abstract/poster session will start, and preferably also the day before.

Additional Information on video files in PowerPoint

The use of video files in PowerPoint is possible, but with some strict guidelines.

You will always have to copy / bring the video files separate from the PowerPoint.

PowerPoint will support the following extensions of video files: .avi, .wmv, .mpg en .mpeg.

Time allocation and plenary session plan:

- Each plenary speaker can speak up to 20 minutes.
- There will 15 mins for discussion at the end of all plenary speeches to take questions from the audience.
- Each plenary will be guided through jointly by a pair of a chair person and a co-chairperson. Both of them will have 5 mins each to make interventions. Chairs will introduce speakers, invite them to deliver keynote addresses and will steer discussion. Co-chairs will be time keepers.
- There will be 2 volunteers to offer any other assistance that will be required.

Thank you very much in advance for your cooperation,
Kind regards

Conference Co-ordination Committee, NBC-4, Hyderabad, 2012