**International Conference**
**on**
**Emerging Trends in Information Technology and Engineering**
**(ic-ETITE'20)**

**February 24-25, 2020**

## INSTRUCTIONS FOR PRESENTATION OF PAPERS

### Oral Presentation Guidelines

➢ Oral presentation for the conference has been allocated **10 minutes of effective presentation time,** plus 2 minutes given to Q/A and 1-minute turnaround time between speakers.

➢ Authors must prepare their oral presentations to be sure to convey their message in clear and sharp manner, including giving outline of the key principles, facts and results.

➢ In order to ensure a smooth performance during your session, we kindly ask you to consider the following instructions:

- Be at the session room 15 minutes before session starts and introduce yourself to the session chairs.
- A video projector and a PC will be available in all conference rooms. **Speakers are not allowed to use their own laptop computer, avoiding unnecessary time breaks in between papers.**
- Bring your presentation on a USB memory stick in MS-PowerPoint formats and upload it in the Session Room computer no later than 15 minutes prior to your session start! You can also bring it earlier, during the coffee/lunch breaks of any days before your presentation. A volunteer will be at your disposal to help you upload it in the right place in order to find it easily at the time of presentation.
- In order to avoid any compatibility problems, read carefully the instructions below.

**PowerPoint Instructions**

➢ For MS-PowerPoint presentations, please use the following versions only: PP 97-2003 (*.ppt) or 2007, 2010 to guarantee that it will be opened successfully on the on-site PC

➢ We recommend to the PPT/PPTX format instead of PPS

➢ All videos or animations in the presentation must run automatically!

**Pictures/Videos**

➢ We cannot provide support for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the WMV format should work with no difficulties.

- In case your video is not inserted in MS-PowerPoint, it is possible to have it in other formats – MPEG 2,4, AVI (codecs: DivX, XviD, h264) or WMV. Suggested bitrate for all mpeg4 based codecs is about 1 Mbps with SD PAL resolution (1024x576pix with square pixels, AR: 16/9).
- In case of Full HD videos, please let us know quite in advance.

**Fonts**
- Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause wrong layout/style of your presentation.
- Suggested fonts: Arial, Times New Roman.

## Poster Presentation Guidelines

- Poster sessions are a valuable method for authors to present summary findings and engage with attendees for in-depth technical discussions. It is important that you display your results clearly to attract people who have an interest in your work.
- Poster presenters are responsible for the creation of their posters. Only the listed authors may be presenters. The poster must be based on the approved/accepted submission and may include updates and related additional content. The poster should be printed by the authors. Posterboard will be provided to hold your poster by the organizing committee on the day of the conference.
- Poster size can be selected by you. The size should be appropriate to convey your work.
- Standard sizes include A0, A1, 2 x 3 feet, 3 x 4 feet, and 3*3 feet.
- The poster content must be in English.

- ➢ The title of your poster should appear at the top in CAPITAL letters. The title of the poster may best go across all columns in the poster. You can expand columns in the poster based on your need.
- ➢ The author(s) name(s) and affiliation(s) are put below the title.
- ➢ Make sure the poster session's attendants understand the subject and get the message of your poster quickly and easily.
- ➢ Therefore, be clear in stating the problems and the proposed solutions and results in a clear and concise way. This will save you time to use for discussions and questions.

**Suggested Headings:** 1. Introduction   2. Motivation & Background   3. Major Contributions  4. Methodology / Experimental Design   5. Results & Discussion   6.  Conclusion and Future Work.
- ➢ The presenter should be able to understand and respond to audience questions in English.
- ➢ Carefully prepare your poster well in advance of the conference and bring the poster to the conference.
- ➢ No materials will be available for last-minute preparations at the conference.
- ➢ If you think you may need certain materials to repair the poster after traveling, bring them with you.
- ➢ Use color to highlight and make your poster more attractive. Use diagrams, figures, tables, pictures, etc., rather than only text wherever possible.
- ➢ Results should be presented pictorially wherever possible (graphs, charts or schematics). You also may want to provide an interpretation of the results below each panel.
- ➢ The conclusions should be stated briefly.

**Best Wishes!!!**