GUIDELINES FOR FACULTY

- **Please read the whole document carefully**

- **Please go through the Audio-Visual information for your presentation**

Date: 15/01/2017

Dear Faculty,

Thank you for accepting our invitation. Below are the guidelines for the conference, which we hope will help you in preparing your talk in accordance with the flow of the scientific program.

This year the Organizing committee has made a commitment towards **"Time Bound presentation" and "Audience Interaction".** We wish you keep these in mind when timing your lecture.

CHAIRPERSONS

- **Total time for SESSION** is indicated on the invitation mail

- **Total time for each SPEAKER** is indicated on the invitation mail

- **For each speaker a countdown timer** will be displayed on the main screen. There will be a '**Two Minutes remaining**" warning. Once the speakers time is up then the projection will automatically shut down. The speaker may be requested by the chairpersons to conclude at this point. A few minutes are allowed per speaker for audience interaction. This is encouraged, but will depend on available time.

SPEAKERS

- **Total time for presentation** is indicated in the invitation mail

- Depending on time permitting, few minutes after the presentation are allowed for audience comments and questions

- Please check the topics of other speakers in your symposium/plenary session to avoid overlapping. You may be in touch with them for clarifications as felt necessary

PANEL DISCUSSION

- **Total time for Panel Discussion** is indicated in the invitation mail

- The moderators are requested to account for audience interaction during the allotted time

- The moderator is requested to sum up the discussion on each point to drive a take-home message for the audience.

- Since we are limited on the time for each panel and the topics are vast, the Moderators at their discretion may prepare the panel with intent on discussion on few important / controversial aspects only.

- The moderator may get in touch with the panelists beforehand to outline the Panel to them.

INSTRUCTIONAL COURSES

Aim of the Instructional Course

The instructional course is intended to allow a relaxed and informal environment where the audience can openly interact with the experts, ask their questions and clear their doubts. Presentations should be brief and serve as an introduction to a more open discussion with the audience

- **Kindly follow time limit strictly.**

- **The total time for each speaker** is indicated in the invitation mail

GUIDELINES FOR CROSSFIRE

✓ Outline for the cross-fire is as follows

  - o Speaker 1 – **8 min presentation**
  - o Speaker 2 – 8 **min presentation**
  - o **5 min** for inter-speaker debate where they may question each other (moderated by the chairperson)
  - o **5 min** for audience questions to either speaker (moderated by chairperson)
  - o Sum up of cross-fire by Chairpersons

Important Audio-Visual information

SPEAKER INSTRUCTIONS AND AUDIO-VISUAL EQUIPMENT

Important Points

1. Each meeting room will be equipped with a computer and Digital HD projector for PowerPoint presentations. **There will be LED wall in the Main Auditorium (Hall A) and Mini Theatre (Hall B).**
   Hence **prepare your presentation using dark background.**

2. PowerPoint presentations must be submitted to **Preview Room** at least 1 day in advance or two hours prior to the start of the session to ensure smooth function on the presentations.

A. How to hand in your MS-PowerPoint presentation.
   1. You can use various storage media: USB memory units, External Hard Disk, CD-Rom, DVD-R. However, we also advise you to carry a backup of your presentation. *__Presenters bringing their presentations in USB Memory card or external Hard Disk are requested NOT to keep too many files in respective memory units since these units will be scanned for virus before the PPT's being saved in the computers.__*

B. Speakers' Preview Room
   1. At the Speakers' Preview Room you can check and rehearse your PowerPoint presentation.
   2. The Speakers' Preview Room will be located at the *Seminar Hall building, Science City Convention Centre, Kolkata.*
   3. **Opening hours of the Speakers' Preview Room**

	2nd February Thursday	3rd February Friday	4th February Saturday	5th February Sunday
Opening Time	07:00	07:00	07:00	07:00
Closing Time	18:00	18:00	18:00	18:00

   4. All speakers are requested to present themselves at the Speakers' Preview Room **at least two hours before the session** (or the day before for morning sessions) and handover the presentation to the available Audio Visual Crew members.

   5. **Laptop Computers will be equipped with following software**:
   - Microsoft Windows 7 with i3 Processor (32 bit)
   - Microsoft Office version: 2007 & 2010
   - Acrobat (latest version)
   - VLC Media Player (latest version), Quick Time Player (Latest Version)

**Note: *__For any specific software requirement other than above mentioned, you are requested to intimate Organizing Committee of the 69th AOICON 2017 at least 1 week prior to the commencement of the conference.__*

In the Lecture Room

1. Your PowerPoint presentation will be made available in your lecture room via a computer network.

2. There will be Audio Visual Crew member available in the lecture room to help you operate the computer, if necessary.

4. From the lectern/podium you will be able to use a remote control for your PowerPoint presentation.

5. A laser-pointer will be available.

6. No changes in your presentation can be made in the lecture room. Changes can be made only in the Speakers' Preview Room prior to your presentation.

D. Further details on the **preparation of your MS-PowerPoint presentation**

1. In your presentation, leave appropriate time for discussion and questions from the audience.

2. Store all your files in one folder. Please make sure that graphics/animations/videos and your presentation are all in the same folder including sounds. Test your presentation on a separate PC compatible computer to ensure it works properly.

3. Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing program since these might be displayed incorrectly. Instead, always use the '(S) Symbol' function in the '(I) Insert' menu of your program to insert symbols.

4. **Colors**: Use light-colored fonts for texts on dark backgrounds or vice versa. A strong contrast is important for best legibility.

5. **Font size**: Keep your sentences short, about 10-20 words each are ideal. Font size must be large enough to be easily read. i.e. **Title Font** – between 36 and 44 point & **Body Font** – between 24 and 32 point.

Font Effects: One way to make words stand out is to use font effects, such as following;
- **Bold** – makes the lines of the font thicker. It is not always easy to distinguish bold from regular weight fonts when projected, so use with caution.
- **Underline** – places a line under the word. This was acceptable until the Internet age came, because today most people assume an underline simply means that the words are a hyperlink and they do not place any extra importance on those words.
- **Italic** – slants the tops of the letters of the font to the right. An italic font is harder to read, so it should be used sparingly to emphasize words.
- **Shadow** – places a dark gray shadow of each letter behind the letter slightly to the right and slightly below the letter. A shadow is a poor choice to emphasize a word because it is so hard to actually see the shadow in many cases.
- **All Caps** – the word is typed in all capital letters. In the past, this was an acceptable way to emphasize a word, but today all capital words are considered to be shouting at the person and will not be viewed favourably.
- **Word Art –** this feature allows you to distort the letters of the font in a variety of ways. Unfortunately many of these effects end up looking amateur and should be used with caution.

Bullet Points: Using bullet points on a slide is a great way to present the key ideas during a presentation. When selecting a bullet to use, consider these ideas:
- **Bullet Character** – The most popular choices are a filled circle, filled square, open circle, hyphen and arrow. The characters with a large portion of the character filled are easier to see by the audience and are preferred. You can select a graphic as a bullet, but make sure that it does not detract from the slide by drawing too much attention away from the words on the slide.
- **Bullet Size** – Try to select a bullet size slightly smaller than the font of the text so it does not overpower the text itself.
- **Bullet Spacing** – make sure that there is sufficient space between the bullet and the first letter of the text so that the first word is readable.

By selecting and using fonts effectively on your presentation slides, you can increase the impact of your message.

6. Legibility check: On presentation mode, your text should be large enough to be easily readable 5 feet (1.5 meters) away from your computer screen.

7. Microsoft PowerPoint 2007 & 2010 versions for PC can be used. Please be aware that presentations made on Macintosh computers generally do not run properly on Windows PC and Organizing Committee of *69th AOICON 2017* cannot be held responsible for incompatibilities.

8. In order to avoid the virus infection, scan your data with updated anti-virus software beforehand.

If your presentation is made on Macintosh, you may bring your own laptop and ask engineer to connect directly, and in this case be sure to bring AC adapter/or ask for one. Also, please bring a connector to connect your Mac to the Mini D-sub 15 pins PC cable if your Mac is not compatible with this cable. Please be sure to also bring your presentation data on media as a backup file just in case. After checking in your data at the Speakers' Preview Room, bring your own Mac to the Operation Desk near the speakers' podium in the session room at least 1 hour prior to your presentation time and then pick up your Mac at the Operation Desk after your presentation. For proper data projection, adjust your screen setting to XGA (1024x768) beforehand.

Keynote: Please convert all Keynote presentation files to PowerPoint.

Pictures: If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, TIFF inserted images will be compatible.

Movies: Please export MOV files to Windows Media WMV with Quicktime-7 Pro. PowerPoint on Windows machines will not play MOV files. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Presentation/Upload Room who can make arrangements to convert the videos for you.

NOTE

In order to comply with timely flow of the scientific program, all projections will automatically turn off after the allotted time is elapsed. A countdown timer will be displayed on screen during all presentations with a notification when 2 minutes are left.

We are grateful for your cooperation and understanding. We hope you will be able to accommodate your presentation within the allotted time to prevent any inconvenience to yourself and the audience.

Regards,

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