PAPER PRESENTATION GUIDELINES

1   General

Power Point presentations shall be used for the presentation of all invited lectures and contributory technical papers. ***PowerPoint presentations must be pre-submitted by specified date   prior to the conference.*** This is for review purposes and to pre-load presentations and make available in session rooms.

Schedule of Presentation

Normal Presentation Time: 12 minutes
Normal Discussions Time: 03 minutes

The session chair must stay on the **session time schedule** printed in the program and may permit additional time for certain presentations depending on time taken by various presentations during the session.

Commercialism:

Commercialism in the presentation must be avoided (references to trade names, company names, product names, etc.). The session chair has the responsibility and authority to ensure the compliance of this requirement.

Speaker Substitutions:

If a substitution appears necessary, the *author* should inform the session chair. The substitute should be one of the paper's co-authors. If a co-author is not available, the lead author, with the concurrence of the *session chair*, may recommend any person who can effectively present the material

2   *How to Prepare Power Point Presentations*

Power point presentations should be prepared as carefully and diligently as the written paper. The presentation should be clear and precise without cramming of information. Basic guidelines are given below

Written information

Maximum 6 to 7 words per line and maximum 6 to 7 lines vertically on one slide

Tabulated data

Maximum 3 to 5 columns and maximum 6 to 8 lines vertically on one slide

Graphs

No grid lines;

On ordinate and abscissa lines - show small hash marks for main units only, e.g., 0-5-10-15-20.

Identify ordinate and abscissa parameters simply: I for current, E for voltage, T for time, etc

Use minimum number of legible words

Maximum 3 to 4 curves on one slide and simple identification of each curve - preferably, each curve of a different color or a different type e.g., solid line, line of dashes, line of dots and dashes if only one color is used

General

Fonts and font sizes used for text and numbers must be readable in a large hall / room
The minimum font size: 20 point

A combination of upper- and lower-case letters is more legible than all caps.

Lettering should contrast with background Light color lettering and not against dark background e.g. white letters on dark blue background

Company logo should not be put anywhere in the slides

Review the slides in a large room, if possible.

3 *How to Use Make Power Point Presentation Effectively*

The speaker should tell the audience exactly why a graph or tabular data is being shown and should not depend upon the title to do this.

The slide should not be put into view until the speaker is ready to discuss it

The slide should not be left on the screen unless it is being discussed. If there is a time lag between slides, a blank slide should be used. If the speaker needs to go back to a point, a duplicate slide can be inserted in the presentation at the appropriate place

4 **Power Point Presentations Review Criteria**

The **authors** must provide a copy of their PowerPoint Presentation for review by **notified date**. These will be critically reviewed using the following guidelines:

Does presentation contain too many slides for the assigned length of the presentation?

Are slides too detailed for quick comprehension or the presentation too small to be seen in a large room?

Does presentation lack commercial bias?

The Conference Committee shall inform the author by email / phone about actions to be taken by author to correct the problem.