

# Onsite Oral Presentation Guidelines, Pune, India

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Contributed presentations in the plenary sessions A and B will be assigned 05 minutes except for the invited speakers who will be assigned 10 minutes. The schedule for invited presentations can be found in the conference program. We invite participants to check the program for any update.

## **IMPORTANT:**

- **Thirty minutes prior to the start of your session**, please go to the meeting room in which your presentation is scheduled to take place and identify yourself to the co-chairs of the session.
- We strongly recommend oral briefers to use the computers available in the meeting rooms and to upload their presentation well before the start of the session via a USB key. Please ensure that your file (PowerPoint or PDF entitled with the session and name of the presenter) is being uploaded safely and that the slides display properly.

## **Equipment in the meeting room**

- Projector and screen
- Computer for the upload of presentations (USB)
- Speaker microphone
- Slide switcher and laser pointer

## **Meeting room software**

- Office PowerPoint or PDF

Internet access: Wi-Fi is available within the entire conference area.

Your presentation will be made available on the conference website unless you request otherwise. Please, use this naming convention for the file: Presenter First and Last Name\_Session e.g., Gilbert Brunet\_SessionA1, in order to easily identify the presentation during the conference and after when we will have to post them on the conference website. If you allow your slides to be made available online, please provide your talk in a .pdf format with the file size reduced. Your presentation will be converted to a .pdf format if this is not the format provided and this will be posted online.

Format: We suggest using fonts not smaller than 20 pts due to the size of the meeting room and legibility of the slides.

Standard presentation ratio to be used is 16:9 aspect, 1920x1080 resolutions.

For any specific technical request, please contact the local organizers **no later than 22<sup>nd</sup> September** at [cordex23.iitm@tropmet.res.in](mailto:cordex23.iitm@tropmet.res.in)

## **No show**

Participants are **strongly urged to inform the organizers in case of no-show** in sending a mail to [cordex23.iitm@tropmet.res.in](mailto:cordex23.iitm@tropmet.res.in) with copy to [ipoc@cordex.org](mailto:ipoc@cordex.org)