



## **ICCMEH 2017 - Paper Presentation Guidelines**

### **Language**

The official language of the event is in English. All the oral presentations should be carried out in English.

### **Time allotted for presentation**

Report at least 1 hour before the session starts. Total time for presentation is 15 minutes (10 minutes for the presentation and 5 minutes for discussion).

### **Dress Code**

All the presenting authors and accompanying authors should be dressed in formals.

### **Electronic data**

Save the final version of your presentation at the ICCMEH registration desk. Please ensure you're your presentation and the pendrive/CD are virus free.

### **Standard equipment of the session rooms**

Data video projector, Wide Screen, PC/Laptop, Sound system, Microphones, Laser pointer, will be provided during the Conference Sessions.

### **General Presentation Guidelines**

1. Organize and define flow of content (Objective, Literature, methodology, findings and conclusion) in each section.
2. Balance text with graphics and avoid crowding of content.
3. Include the title page of your presentation as the first slide with all author's name, designation, and name of the Institution/Industry.
4. Use bullet points not sentences.
5. Use simple and clear but appropriate language.
6. Use large fonts, as big as realistically possible. Small fonts are hard to read.
7. Assume the viewer will be reading your presentation from approximately 10m away.
8. Need to effectively communicate the research with the audience, maintain eye contact and avoid just reading the content in the PPT.
9. Use a laser pointer to indicate salient features of the slide as you speak (there will be one provided in the session room).
10. Speak loudly and articulate.

## Paper presentation - Instructions

1. Report least 1 hour before the session starts on the day scheduled for paper presentation.
2. Presentation sessions, authors are required to be ready with their PPT as per the time allotted.
3. All the arrangements will be made in regards to the paper presentation from the ICCMEH team.
4. You will have to report to the exact presentation room before the scheduled presentation. If you have any problems with regard to your presentation or room identification our registration desk will be at your service.
5. All presenting authors will be presented with Presentation/participation Certificates
6. The best paper awards would be Judged by evaluators and would be presented with the awards during the valedictory ceremony.