



## GUIDELINES FOR ORAL AND POSTER PRESENTATIONS

### **1. INSTRUCTIONS FOR ORAL PRESENTERS**

Oral presentations of contributed papers are strictly limited to 20 minutes, including discussion. Please prepare a **15-minute talk**. Keep the talk simple, and focus only on the major points. Have the talk simply arranged in a logical sequence and use simple, clear PowerPoint presentations. Avoid distractions. Know your talk well. Bring your talk on a memory stick.

Please prepare a proper power point presentation.

### **2. INSTRUCTIONS FOR POSTER PREPARATION**

The dimensions of the poster boards will be 120 cm high by 90 cm wide. Please make sure that all the writings on the poster can be read from a distance of 1.5 m.

A title banner should be prepared. The banner should include the title, authors and address.

#### **Organization**

Arrange your Poster Units for logical flow from top to bottom, left to right. Number Poster units in the order you wish them to be viewed. Use Connecting Lines (charpak or colored tape) to guide the viewer Block and Subtitle several Poster Units devoted to a specific part of the work; e.g., apparatus, sample work-up, experimental details, etc. **Try to lay out your Poster before coming to the Conference.**

#### **Content**

**OBJECTIVE:** The first poster unit should be devoted to a concise, straightforward statement of the objective of the work.

**BODY:** Other poster units should demonstrate in some, not great, detail the work that was done and typical results.

**RESULTS AND/OR CONCLUSIONS:** One poster unit should present the results and/or conclusions of the work.

#### **Session**

Authors must be present at their posters at the designated poster session period during the conference.