

Instructions to the presenting Authors

1.	Authors will be given maximum 12 minutes for power point presentation and maximum 3 minutes for question-answer session.
2.	The conference venue will be equipped with a computer and LCD projector for each oral presentation room. All authors' presentations will have to be loaded in these computers before their session starts.
3.	All the authors are requested to (a) visit their paper presentation venue preferably one day prior to the session, (b) verify their presentation for compatibility and proper operation. If necessary, especially if you have embedded multi-media content, you will have the final opportunity to adjust or tweak your presentation at that time.
4.	We suggest the presenting author to bring his/her USB thumb drive with presentation materials in PPT/PPTX and PDF as backup.
<u>Good Practices</u>	
A.	Try not to show more than 1 slide per minute of speaking time. This means approximately 10-12 slides MAXIMUM for the 12 minutes of presentation. Remember, the last three minutes of the presentation are for questions from the audience. USE ANIMATIONS AND SLIDE TRANSITIONS ONLY IF ABSOLUTELY NECESSARY.
B.	We recommend a slide size of 4:3 (standard).
C.	Make the letter fonts on your slides BIG ENOUGH. Suggested minimum font size is 14. References on the slides of the body of the talk can be of font size 11.
D.	Avoid lengthy tabulations of numerical data and limit equations to those for which the terms can be properly defined.
E.	In addition to the contents of the talk, present an introduction and a summary or conclusion.
F.	If a question requires a lengthy reply, suggest that you and the person asking the question meet after the presentation. Then take the discussion out of the meeting room.