

### **Important Information**

1. Please submit your poster at your earliest convenience before **10th January 2022**. Please send us the same by email at [usicentraloffice1@gmail.com](mailto:usicentraloffice1@gmail.com).
2. The Poster Presenters are hereby informed that acceptance of Posters on spot or at the venue will not be entertained hence it is requested to submit your Posters beforehand latest by **10th January 2022**.

#### **Presentation duration:**

Each E-poster will be allotted with **5 minutes slot which would include 3 minutes for presentation and 2 minutes for the discussion.**

#### **USI Best Poster Prize Session**

- Time allotted is 3 minutes for presentation and 2 minutes for discussion. A maximum of 3 slides are allowed during the presentation.
- Poster should be prepared in English and should be headed with title, name of author (s), institution and place. Aims and objectives, Methods, Results with salient comments and conclusions / message should be included in the poster.

#### **Moderated Poster Session**

- Time allotted to speakers in moderated poster session is 3 Minutes (Plus 2 minutes for discussion). Maximum 3 slides are permitted for powerpoint presentation.

### **GUIDELINES FOR PRESENTATION OF PRIZE / PODIUM / VIDEO PRESENTATIONS**

#### **Guidelines for Speakers**

- Locate your session room in time. You must be in your session room at least 15 minutes prior to the start of the session.
- Please sit in the audience near the dais and be on the dais of your own at the end of the presentation of the previous speaker. Don't wait for your name to be announced.
- Facilities for power point presentation will be provided.
- Please note that the time allotted for each presentation would be **8 minutes plus two minutes for question answer.**
- Please hand in your power point presentations much prior to the start of your session at the preview room.
- Failure to hand in presentations in time could result in presentations not being available for projection when required.
- Follow the chairperson's instructions in particular those regarding the timing of your lecture.
- Brand name CANNOT be used in the title of the lectures; generic (product) name are allowed.
- Use of laptops/pen drives directly in the hall is prohibited.

- **Please note that there would be audio & video black out after the allotted presentation time, hence please adhere to the stipulated time. A warning would be given one minute prior to the allotted time and after**

#### **Eligibility Criteria**

- **The presenting author should be a registered delegate for the conference**
- **Only Full / Trainee / Associate members of USI are eligible for prize paper categories**

#### **Instructions for Paper Presentations**

- Hand over your power point presentation in the preview room long before the start of your session
- A technical person will load your presentation on the computer systems that are used for the power point presentations in the different halls
- Your presentation can be loaded on to the network without problem when it does not exceed 100 MB: larger file can cause problems
- Power point versions accepted are Power Point MS Office 97, Office 2000, Office 2003, Office 2007, Office XP and Office 2010
- Use embedded pictures, do not use images linked to other files. Linked pictures may not show up in your presentation

#### **Instructions for Video Presentations**

Please limit your video to 8 minutes.

The recommended video formats are:

- MOV (.mov) – QuickTime movies are the least compatible and are discouraged MPEG4-AVC using H.264/AAC (.mp4)
- Windows Media Video (.wmv)
- AVI (.avi) – a limited number of CODEC is supported.