ORAL PRESENTATION INSTRUCTIONS

Registration to the Conference is mandatory for presentation of your paper.

Please inform the Conference Secretariat if you are unable to make the presentation in the conference on/before November 10, 2023.

Please send your presentation at ipafnh-psi2023@nipgr.ac.in latest by November 15, 2023 for ensuring smooth conduct of the sessions.

Please arrive at Conference Hall at least 15 minutes before your session starts to meet the chairs and to re-confirm your presentation slides.

The Conference staff will be present at each session to provide any relevant assistance.

Please adhere to the time allocation strictly. Audio will stop 30 seconds before and Video projection will stop at the completion of the allocated time.

Time for presentation

Session Type	Total Length	Presentation	Q & A
Plenary	40 mins	35 mins	5 mins
Keynote	20 mins	15 mins	5 mins
10 min Oral	10 mins	10 mins	N/A
05 min Oral	5 mins	5 mins	N/A

Presentation Preparation

1. Preview Room will be equipped with one laptop (installed with Windows, Microsoft Power Point). Kindly be noted that all speakers must use the provided laptop to prevent the connection problems and save the installation time. No personal laptops will be allowed.

2. Please use the horizontal slides and make sure all fonts appear as expected and all audio/video clips work properly.

3. We kindly ask for your understanding that due to time limitation at the Preview Room, presentations should be prepared and edited before upload. Thus, please bring your presentations in a ready-to-upload format.

4. All presenters are requested to upload and review presentation files in the Preview Room one day prior to the scheduled presentation date. The presentations will then be uploaded to the Conference Hall and made available at the time of the presentation.

5. Preview Room is available from 08:00 AM till 06:00 PM every day during the conference.

Should you have any Questions, please contact the Conference Secretariat via email at ipafnh-psi2023@nipgr.ac.in