SPEAKERS GUIDELINES
Important Points

A. As an eminent person in the field, the speakers are expected to be precise and stick to the allotted time.

1. Each speaker has been informed about the duration of his talk. A continuous timer will be running and a warning sound will be heard 1 minute prior to the end of the allotted time. The audio-visual system will be **automatically shut-off or switch screen to the conference Background** at the end of the allotted time.
2. Speakers can check their presentation at the Speakers' Preview Room near the main hall.
3. Each hall will be equipped with Smart/E-podiums for Speaker to conduct his presentation with Laptop, Slide Changer and Mics on it.
4. Presenter will **not be allowed to use his/her personal Laptop** to conduct their presentation. This will ensure smooth running of the session within the allotted time frame.
5. Time allotted for each-

   FREE PAPER SESSION   -   6 MIN. PRESENTATION + 2 MIN. DISCUSSION

   GOLD MEDAL SESSION   -   8 MIN. PRESENTATION + 2 MIN. DISCUSSION

   SYMPOSIUM   -   8 MIN. PRESENTATION + 2 MIN. DISCUSSION

   ORATION   -   20 MIN. PRESENTATION + NO DISCUSSION

   CASE BASED PRESENTATION -   6 MIN. PRESENTATION + 9 MIN DISCUSSION

   POSTER GOLD MEDAL SESSION- 3 MIN. PRESENTATION + 2 MIN. DISCUSSION

B.Speakers' Preview Room
1) The Speakers' Preview Area will be an exclusive area marked near main hall.
2) The computers/ laptops in the Speakers' Preview Room will be configured with latest hardware and software exactly like the computer in the main hall .Mac Book Air/ Pro will be there in the preview room with the operator for Mac users.
3) It is imperative that you review your presentation in the Speakers' Preview Room where A/V technicians may help to resolve any compatibility or formatting issue and making any necessary changes.
4) In the Speakers' Preview area, you can check and rehearse your PowerPoint presentation on the installed laptop .
5) You are requested to handover the presentation to the available Audio Visual Crew member at the AV Console **at least two hours before the session or the day before for morning sessions.**
6) Laptop Computers will be equipped with following software:
- Microsoft Windows 10 with i3/i5/i7 Processor (64bit)
- Microsoft Office version: 2016 & 2019
- Adobe Acrobat Reader (latest version)
- Compatible video formats for PowerPoint presentation are "Windows Video File (.asf), Windows Video (.avi), MP4 Video (.mp4, .m4v, .mov) Movie (.mpgor, mpeg), Adobe Flash (.swf), Windows Media Video File (.wmv)".
- Quick Time Player (Latest Version for Mac converted video)
- Mac Book Pro/ Air with keynote, Office, Quick time player and other necessary software's.

   **Note: For any specific software requirement other than above mentioned, you are requested to intimate Organising Committee at least 3 days prior to the commencement of the conference.

C.Opening and Closing hours of the Speakers' Preview Area

	Date: 02-02-2024 Day : 1	Date: 03-02-2024 Day : 2	Date: 04-02-2024 Day : 3
Opening Time	07:00 AM	07:00 AM	07:00 AM
Closing Time	18:00 PM	17:00 PM	12:30 PM

D.Hand over your MS-PowerPoint presentation :

To hand over You can use various storage media: **USB memory units, External Hard Disk, CD-ROM, DVD-R**. However, we also advise you to carry a backup of your presentation on Google Drive or EMAIL.

** **Presenters bringing their presentations in USB Memory card or external Hard Disk are requested <u>NOT</u> to keep too many files in respective memory units since these units will be scanned for virus before the PPT's being saved in the computers.**

E.In the Lecture Room

1. Please arrive at your session meeting room at least **30 minutes** before the start of your session. Take time to familiarize yourself with the setup.
2. Technical A/V staff in the room will launch your PowerPoint presentation on the screen as you're ready to begin your presentation.
3. Speak directly into the microphone in a normal voice and do not handle the microphone while speaking.
4. If you have any difficulties or need any assistance, the technician who is operating your room will be there to assist you.
5. Your PowerPoint presentation will be made available on the podium in your session.
6. From the lectern/podium you will be able to use a Slide Presenter for your Power Point presentation.
7. A LED laser pointer will be available at the podium.
8. No changes in your presentation can be made in the session hall. Changes can be made only in the Speakers' Preview Room prior to your presentation.
9. There will be no memento or certificate (except orations)given on dais. All speakers and chairpersons will be given certificates as they go down from dais by the organizing committee.

By following the guidelines above, we're confident that the Scientific Committee will make your experience easy.

Should you have For Any Query Call or Whats App: 9415218156
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The venue of
48th ANNUAL CONFERENCE OF UP ORTHOPAEDIC ASSOCIATION from
02-04 APRIL 2024 is AT MLN MEDICAL COLLEGE, Prayagraj, U.P.