

## INSTRUCTIONS FOR PRESENTATION OF SCIENTIFIC PAPERS DURING SZUSICON

### GENERAL INSTRUCTIONS

The papers submitted for SZUSICON will be reviewed by a panel of referees. Based on the marks, the papers will be selected for presentation in the respective categories.

The best six papers in the Podium and Video category will be included in the Prize Session.

The presenting author (first author) should be a member of ASU and should have registered for the Conference. Papers submitted by non-members will be rejected. Any change of presenter/session/sequence of presentation will not be permissible during the conference.

A maximum of only two papers are allowed per presenter during the entire proceedings of the conference – any additional papers submitted by the same presenter will be rejected.

The duration of presentation will vary slightly each year and will be notified separately by the Secretary. The detailed scientific program and the abstracts of papers accepted for presentation will be available in the ASU website.

### SPECIFIC INSTRUCTIONS PODIUM SESSION PRESENTATION

The scientific material should be as power-point presentation. Presentation should be prepared in Microsoft PowerPoint. There will be provision only for single projection. Only CDs and Pen Drives (preferably CDs) will be allowed for presentation. Video tapes will not be accepted. It is ideal not to have video clippings embedded in the presentations in Podium Sessions. For Video clippings to run from Powerpoint presentation, it should be made sure that the Video clipping is linked to the same CD.

There will be three timer lights shown on the projection screens. Green light will be on for upto one minute from the maximum stipulated time for presentation. This will be followed by yellow light for one more minute. After this, the red light will come on. 15 seconds later, the microphone will stop functioning.

The duration for Podium Presentation is 6 minutes (5 minutes of green light and 1 minute of yellow light duration) + 2 minutes of discussion.

Personal Laptops of the presenter will not be allowed for presentation since this causes unnecessary wastage of time for setting up the laptops. The material should be transferred from personal Laptops to the computers in the preview room before presentation and assured that the presentation runs well. All materials should be submitted to the Preview Room on the previous day between 10AM and 4 PM. Only materials submitted at the Preview Room will be permitted to be presented in the hall. Practicing or rehearsing of presentation during submission of material at the Preview Room will not be allowed.

## VIDEO SESSION PRESENTATION

The instructions for presentation of papers in Video Sessions are the same as above. The duration of presentation is 6 minutes (5 minutes of green light and 1 minute of yellow light duration) + 2 minutes of discussion. Video tapes will not be accepted.

## PRIZE PAPER SESSION PRESENTATION (PODIUM & VIDEO)

The instructions are the same as given in the respective session presentations. However please note that the duration of presentation is usually 8 minutes (7 minutes of green light and 1 minute of yellow light duration) + 4 minutes of discussion for both categories. The full paper of the presentations should be sent to Hon. Secretary of ASU by email before 1 June, which also carries marks in the final judgement of the paper. Any comments made by any member of the institution from where the paper has been submitted during discussion will lead to disqualification of the paper for considering for prize.

## POSTER SESSION PRESENTATION

The Poster Sessions can be Moderated Poster Session or Unmoderated Poster Session. Only EPosters are permitted during the Conference. Each Poster should be prepared as Landscape in PDF format or as power point and displayed on the respective Plasma Screen (42 inches) between 9.00 AM to 5.00 PM on the respective day of presentation during the conference.

In case of Moderated Posters, two Slides containing relevant findings should also be presented in the respective session for a duration of 2 minutes, which will be followed by another 2 minutes of discussion. The best Poster evaluation will be done based on the contents and preparation of E-Posters and the discussion during the respective session. It may be decided by the Scientific Committee to pre-upload the E Poster to be presented in SZUSICON, in the electronic screen arranged at the venue, ahead of the date of conference, to ensure smooth running of the E Posters in sequence. This will be intimated to the presenters and the deadline for submission of the material will be notified. The presenters will be requested to send the prepared poster alone as a single slide (as Powerpoint presentation or as PDF format) before 15 June to the ASU secretariat. The material will also be sent from the secretariat to the judges of the respective sessions for evaluation. The fool-proof display of materials submitted after 15 June cannot be guaranteed and any consequences arising due to late submission of display materials shall not be binding to the scientific committee of ASU.

### Guidelines for preparation of E-Posters

1. E Poster should be submitted in a single Powerpoint slide.
2. Slide should be prepared in Microsoft Powerpoint 2007/2010/2013 format only.
3. Content should be clear and concise.
4. Don't overcrowd the slide.
5. Slide size and page setup should be 16:9 and landscape orientation.

6. Avoid fonts smaller than 14 size.
7. Use contrast for better visualization.
8. Do not embed audio or video in the slides.
9. Avoid using hyperlinks as internet access will not be available during presentation.
10. 42 Inch Plasma screen will be used for presentation at the venue.
11. If slide is created in Mac, OSX kindly send it in compatible format