

Guidelines for oral presentation in Cytocon

1. All presentations shall be in English.
2. All presentations shall be in the form of a power point presentation.
3. For presentation save it as a Microsoft Windows 7 or later file.
4. Each speaker shall deposit their presentation file at the preview centre before their presentation, as detailed by the Organising Committee of conference.
5. The presenter shall preview their presentation and do a complete run-through of their presentation at the preview centre at least 60 minutes before their presentation or as detailed by the organising committee. Conference staff shall be present there to assist them.
6. It is the responsibility of the presenter to ascertain in advance that their presentation is compatible with the computer system provided at the conference.
7. It is desirable that scanning for any possible virus affliction of presentation be done in advance by the presenters.
8. The speaker's podium in each room shall be equipped with a PC/laptop along with a pointer and audiovisual system.
9. All presenters shall be punctual and be present in the allotted room at the designated date and time.
10. Each proffered paper is permitted 8 minutes for presentation followed by 2 minutes for discussion pertaining to that paper. At the end of first 7 minutes, a bell shall be sounded to inform the presenter that the paper should be concluded in next one minute.
11. All presenters shall carefully follow the allotted time limit.
12. Disclosure of conflict of interest : For full transparency, any commercial affiliation or conflict of interest shall be declared and identified at the beginning of oral presentation by each presenter.
13. After the conference, all presentation data installed on the conference supplied PC/laptops shall be deleted.