

## Oral presentation instructions

The timing for various presentations are as under:

**Bajpai Saha Student Award, Mahe Young Scientist Award and Oral Presentations: 12 minutes**

This means that your talk must be at most **10 minutes** long in order to allow questions and discussion of **2 minutes** after the presentation.

The session chairs have been instructed to terminate overrunning presentations in order to ensure that every presenter has the same amount of time. If you exceed your time, you risk missing the chance for questions or even completing your presentation. So, please practice the timing in advance!

All session halls are equipped with standard PowerPoint presentation facilities.

A volunteer is available in every session room to provide assistance when needed.

Please be present in the session room 15 minutes prior the start of your session and follow the instructions from the Chairs and/or volunteer.

Keynote lectures are of **30 minutes** and Invited lectures are of **20 minutes**.

### PowerPoint instructions

#### *General Information*

Please use the Microsoft PowerPoint\* (\*.ppt) or (\*.pptx), to guarantee they will open successfully on an on-site PC. No pdf files will be allowed.

We recommend you to save your PowerPoint presentation using PPT(X) format.

Please prepare your presentation in 16:9 format (screens are in 16:9 aspect)

#### *Pictures/Videos*

JPG/JPEG images are the preferred file format for inserted images. GIF, TIFF or BMP formats will be accepted as well.

Images inserted into PowerPoint should be embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.

In case you have any videos in your presentation - please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 and AVI format should work with no difficulties. Video inserted into MS PowerPoint 2010 and higher versions are embedded into the presentations.

**BioTERM 2019**  
**INTERNATIONAL CONFERENCE ON**  
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**28 Nov - 01 Dec, 2019**

*Fonts*

Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.

Suggested fonts: Arial, Times New Roman, Tahoma.

*How to save your presentation*

Please save your presentation in one of the following disc or medium:

External portable hard drive or USB flash drive

Save all files associated with your presentation (PowerPoint file, movie / video files, etc.) to one folder / location.

Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

*How to submit your presentation on-site*

Please come to the allocated room at least 2 hours before the beginning of your session. In case your speech has been scheduled for morning session please come to the allocated room one day before the day of your presentation. Since we have a very tight schedule, we request you to kindly stick to these guidelines

Other information

AV equipment is provided in each hall screen (ratio 16:9)

PC (will be put on the lectern), beamer, presenter (remote control), timer, sound system and microphones are available.

During your lecture you will be using Remote Control for controlling your presentation.

Your own laptop/notebook will not be allowed to be used for presentation.

All presentations will be deleted from all the PC's used during the event.

**We kindly ask all the speakers to keep the time of their presentations**