

Oral presentation

1. All oral presenters will get 10 minutes for presentation + 2 minutes for discussion
2. All presentations (.ppt/.pdf format) should be sent to the organisers before August 25, 2017 using the link on the conference [homepage](#). Kindly refer to the schedule attached along with the email and name the presentation file as *ICACMS_SessionNumber_YourLastName.ppt (or pdf as applicable)*
3. During conference, all speakers must contact the session management team and verify their presentations at least before 2 hours of the scheduled presentation time.
4. All speakers must report to the session management team at the venue of their presentation at least 15 minutes prior to their scheduled time.
5. Speakers must complete the presentation within the allotted time. The session chair will indicate at the 9th minute of the presentation and then a final indication at the end of 10th minute.
6. The speakers may use the speaker room for preparation before the scheduled time. In case of any changes needed in the slides of the presentation, the speakers may contact the session management team well in advance and make the changes at the speaker room. However, kindly avoid the last minute incorporations
7. All presentations will be run from the common system available with the session management team at the venue. Individual laptops and presenting systems may not be used. Therefore, the speakers must verify the proper working of any videos/executable files well in advance. A back up of the supporting files for videos/executable files maybe kept in hand by the speakers in case there is a compatibility issue.