



GUIDELINES FOR ORAL PRESENTERS

Dear Presenter,

We thank you for submitting your abstract for Healthcare India 2012, which has been accepted as Oral Presentation.

1. Your registration to the conference is mandatory for the presentation of your paper.
2. You will need to inform us if you are unable to make your presentation in the congress before 1st February 2012

PRESENTATION'S RULES

1. The duration of your presentation will be 15 minutes for oral talk, 20 minutes for invited talks, 25 minutes for keynote talk and 45 minutes for plenary talk (This includes the presentation time and discussion time). Please adhere to the time allocation strictly so as to avoid interruption by the chairperson to ensure that all speakers get to present on time.
2. You will need to load your Power Point presentation in the Preview Room at least one session prior to your scheduled session.

PRESENTATION FORMAT

1. Only PowerPoint presentations, Office 2007 or prior versions for PC, are accepted. (PowerPoint version used in the meeting room is Office 2007 for best compatibility reasons).
2. Please save the presentation on a CD or USB. If you have pictures, they must be in the following format: .jpg, .gif, .tiff, or .bmp (format .pict is NOT accepted).

PREVIEW ROOM

The Preview room, staffed by technicians to assist you. Here you will be able to review your presentation and make changes if necessary.

SESSION PROCEDURE

1. On the day of your presentation arrive 45 minutes before your session is due to start to meet the session chair and the AV technician. Bring your presentation on a CD or USB key as a backup.
2. A laptop will be available at the podium for the speakers to use during the talk. You will have a remote control with a laser pointer at the lectern, and you can advance your own slides.
3. Each session will be managed by a Chair who will introduce the speakers and keep time. Speakers are invited to sit in the front row of reserved seats and the Chair will invite you to present your paper at the allotted time.

If you have any questions, please contact the Healthcare India 2012 Secretariat at secretariat@healthcareindia2012.org