



PAPER PRESENTATION GUIDELINES

1 General

Recorded Power Point presentations shall be used for the presentation of all invited lectures and contributory technical papers. Only the PPT Template provided has to be used for the final presentation. **PowerPoint presentations must be pre-submitted by specified date prior to the conference.** This is to pre-load presentations for review purposes and to check technical aspects during dry runs.

Schedule of Presentation

Presentation Time: 20 minutes
Discussions Time: 10 minutes

The session presenter must stay on the **session time schedule** printed in the program and has to be available "Live" for the Questions and Answer session which shall be moderated. A maximum of 5 selected questions will be asked, which need to be answered within the 10 min time frame as per the time slot provided.

Commercialism:

Commercialism in the presentation must be avoided (references to trade names, company names, product names, etc.). The session chair has the responsibility and authority to ensure the compliance of this requirement.

Q&A Substitutions:

If a substitution appears necessary, the *author* should inform the session chair in advance. The substitute should be one of the paper's co-authors. If a co-author is not available, the lead author, with the concurrence of the *session chair*, may recommend any person who can effectively present the material

2 How to Prepare Power Point Presentations

Power point presentations should be prepared as carefully and diligently as the written paper. The presentation should be clear and precise without cramming of information. Basic guidelines are given below

Written information

Maximum 6 to 7 words per line and maximum 6 to 7 lines vertically on one slide

Tabulated data

Maximum 3 to 5 columns and maximum 6 to 8 lines vertically on one slide

Graphs

No grid lines;

On ordinate and abscissa lines - show small hash marks for main units only, e.g., 0-5-10- 15-20.

Identify ordinate and abscissa parameters simply: I for current, E for voltage, T for time, etc Use minimum number of legible words

Maximum 3 to 4 curves on one slide and simple identification of each curve - preferably, each curve of a different color or a different type e.g., solid line, line of dashes, line of dots and dashes if only one color is used

General

Fonts and font sizes used for text and numbers must be readable in an on-screen presentation. The minimum font size: 20 point (Arial font preferred)

A combination of upper- and lower-case letters is more legible than all caps.

Lettering should contrast with background Light color lettering and not against dark background e.g. white letters on dark blue background

Company logo should not be put anywhere in the
slides

3 How to present Power Point Presentation effectively

The speaker should tell the audience exactly why a graph or tabular data is being shown and should not depend upon the title to do this.

The slide should not be put into view until the speaker is ready to discuss it

The slide should not be left on the screen unless it is being discussed. If the speaker needs to go back to a point, a duplicate slide can be inserted in the presentation at the appropriate place

4 Power Point Presentations Review Criteria

The **authors** must provide a copy of their PowerPoint Presentation for review by **notified date**. These will be critically reviewed using the following guidelines:

Does presentation contain too many slides for the assigned length of the presentation?

Are slides too detailed for quick comprehension?

Does presentation lack commercial bias?

The Conference Committee shall inform the author by email / phone about actions to be taken by author to correct the problem.

5 How to record your Power Point Presentation effectively

A recorded presentation must appear seamless to the viewer. There are two ways to record the presentation:

1. If you have Office 365, you may use PowerPoint Office 2019 (latest) for recording the final presentation directly. The procedure for this is mentioned in the 2nd attachment.
2. If you don't have Office 365, or you have an earlier version of MS Powerpoint, you will submit two files:
 - a. The Final presentation in *.ppt or *.pptx format and
 - b. Video Recording of yourself/ speaker done through Phone/ Camera/ webcam / DSLR while giving the presentation.

Procedure for Self Video recording :

- Setup a quiet location in your home or office (noise free environment) with a table, chair and proper lighting (no lights must be switched on behind yourself, only lights in front of you are acceptable). Natural daylight from a window source is preferred.
- Setup your laptop/ computer with all batteries charged.
- Depending upon the recording source, the setup will be as follows:
 - **MOBILE SETUP** : Use a tripod stand to fix your mobile .Adjust the tripod height in such a way that the mobile's camera slot is at the level of your laptop's camera. Switch on camera and adjust accordingly. (Selfie mode will help you easily check)
 - **WEBCAM SETUP** : Fix your webcam on the laptop (near lens) and check the camera setup by viewing through webcam app. (Arrange a small collar mike for better sound capture)
 - **DSLR/ Camera** : Fix the camera on a tripod and place the stand in a place where the lighting is suitable and the presenter is visible. Wear your collar mike and check for sound and picture quality in camera.
- We recommend doing a short 30 second recording to check for sound and picture quality.
- Please ensure that you sit upright and the face and torso are visible in the final recording
- Once satisfied, you can start your recording and presenting
- Please mention the timings of your video and correlate with your slides and submit to us as per the following example:-
 - SLIDE 1----- 0.1 to 1:00 min
 - SLIDE 2----- 1:01 to 2:30min
 - SLIDE 3----- 2.31 to 4:00min and so on

Please download the file on your Laptop/ computer and upload it via WeTransfer or TransferNow or SendTransfer. Share the link at amarjeetbains@naceindia.org