USICON 2024
IMPORTANT INSTRUCTIONS FOR PRESENTERS

Respected Faculty, Presenters

Greetings from Team USICON 2024

Happy to have you on board. Ensuring an enriching conference, knowledge sharing and exchange of ideas based on experience, we wish to bring you few important points prior to the conference.

HOW TO PREPARE THE PRESENTATION?

- There is no specific presentation template for USICON 24. The speakers are free to use the format of their choice. The presentation should be in 16:9 aspect ratio.

- There will be facilities for presentations from the computer (Windows and Macintosh compatible) provided in the hall. The presentation can be on PowerPoint (.pptx) using mac, or as a keynote or as a prezi as wide screen 16:9 aspect ratio.

- All movie files should be brought as .mp4 along with the presentation as a single folder.

- If any special fonts are used, please bring the presentation as a pack & go (if created on windows) or save it as a .pptx as the fonts will get embedded and bring your laptop to the preview room. But in this case also, your personal laptop will not be permitted on the podium.

- Only material submitted at the preview room will be allowed for presentation.

HOW TO SUBMIT YOUR PRESENTATIONS?

AS GOOGLE DRIVE LINK OR WE TRANSFER LINK

- Please UPLOAD your presentation to WE TRANSFER / GOOGLE DRIVE > create LINK > send to usicon2024presentations@gmail.com with permission to download. Please mention the DATE, HALL & SESSION. Please add your Name and Contact number for reference. After you send the presentation no acknowledgement will be generated. Please confirm in preview room.

AS ATTACHMENT

- This is mainly for small presentations (without videos, and file size smaller than 25 MB) > attach and send to usicon2024presentations@gmail.com with permission to download. Please mention the DATE, HALL & SESSION. Please add your Name and Contact number for reference. After you send the presentation no acknowledgement will be generated. Please confirm in preview room.

IN PERSON ONE DAY PRIOR AT THE PREVIEW ROOM

- Here presentations will be accepted only from pen drive and cannot be collected from mobiles or the internet. Please mention the DATE, HALL & SESSION. Please inform your Name and Contact number for reference.

FINAL CHECK BEFORE PRESENTATION

- All presenters are requested to ensure that their presentations are properly loaded one day prior to their presentation time in the preview room. At the time of loading please verify & ensure that your videos are working. Kindly carry the video source file as a backup for the talk

HOW TO PRESENT?

- All the speakers are requested to be seated in the front row. Kindly go through scientific program to check on the date, timing, duration of your talk.

- No changes will be allowed to be made to the presentations at the last hour.

- Usage of your own laptops will not be permitted STRICTLY under any circumstances.

- There will be a digital reverse timer at the hall and all participants are requested to stick to the allotted time. The program is busy and time is premium. Hence, strictly limit your talk to the time allotted. 30 seconds to 1 min prior to end of talk there will be reminder/ buzzer. The screen shall blank after the allotted time and speaker audio will be muted. The audio-visual team in the hall has been instructed to comply with this. Please cooperate with them.

- Video recording & sharing of the recorded presentations will be done for educational purposes. Your consent for this is presumed. In case you have any objection to this kindly let us know beforehand.

- The next speaker should (preferably) be standing by side of the preceding speaker to avoid delay.

Wishing you a great, memorable, and enriching conference.

Dr Prashant Mulawkar

Acting Secretary USI

On Behalf of Team USICON, Scientistic committee USICON and USI Council.