

# **Guidelines for Speakers**

High-quality presentations are essential for the success of any conference and the same is applicable to CIPECH 18. This document presents some important information about the audio-visual equipment available in the meeting rooms, along with guidelines to help the delegates to prepare and deliver their presentation during CIPECH 18.

## **THE PRESENTATION ROOMS**

The paper presentation rooms of CIPECH 18 vary in capacity upto the maximum of 500 individuals. Rooms will be equipped with the following presentation equipment:

- Laptop/ PC
- One screen
- One electronic data projector
- One portable clip-on microphone (for sufficiently large rooms)

The authors/delegates are expected to bring their presentation on a memory stick which can run with 1024 x 768 resolution as this is the standard resolution for the projectors at the conference.

We strongly suggest the authors/delegates to ensure proper functioning of their presentation on the provided equipment in advance (by checking the function in the evening before their presentation or during lunch/tea breaks).

**NOTE:** There will be no time extensions for your talk if you encounter technical difficulties.

## **MEETING WITH SESSION CHAIR**

Each session has a session chair coordinating the session and introducing the authors/delegates to the audience. All the authors/delegates are requested to Check the CIPECH 18 final program (when available) for the name of their session chair.

They are also expected to meet the session chair at least 15 minutes before beginning of the session and provide brief information (e.g., pronunciation of name, institution, and current position) about self so he/she identifies and introduce the author.

## PRESENTATION

Followings may be helpful for preparation and delivery of your high-quality talk:

- The audience attending the seminar CIPECH 18 are expected from a wide variety of functional areas, both from academia and industry.
- Talk must include enough background material so that it can be understood by those who are not specialists in topic/subject area.
- The time slot allotted for talk will be reflected on the conference web site in due course of time. In general, CIPECH 18 presentations may be allotted 8 minutes. Time allotted for Special talks, such as keynotes may be more or less than above stated time. (Time allotted for specific presentation may be checked with Session chair).
- Prof. Arvind Kumar Sharma and *Dr. Brijesh Singh* may be contacted at [arvind.sharma.en@kiet.edu](mailto:arvind.sharma.en@kiet.edu) and [brijesh.singh@kiet.edu](mailto:brijesh.singh@kiet.edu) respectively for any query regarding the availability of audio-visual presentation equipment.

We look forward to your successful presentations at CIPECH 18.