

## **Guidelines for Presentation of Papers and Posters**

### **Guidelines for Speakers**

1. Locate your session room in time. You must be in your session room at least 15 minutes prior to the start of the session.
2. Please sit in the audience near the dais and be on the dais of your own at the end of the presentation of the previous speaker. Don't wait for your name to be announced.
3. Facilities for power point presentation will be provided.
4. Please hand in your power point presentations much prior to the start of your session at the preview room. Failure to hand in presentations in time could result in presentations not being available for projection when required.
5. Follow the chairperson's instructions in particular those regarding the timing of your lecture.
6. Brand name CANNOT be used in the title of the lectures; generic (product) name are allowed.
7. Use of laptops/pen drives directly in the hall is prohibited.

- **The presenting author should be a registered delegate for the conference**
- **Only full / associate members of USI are eligible for prize paper categories**

### **Podium Session**

Time allotted to speakers in podium session is 8 Minutes (Plus 2 minutes for discussion)

### **Instructions for Free Paper Platform Presentations**

1. Hand over your power point presentation in the preview room long before the start of your session.
2. A technical person will load your presentation on the computer systems that are used for the power point presentations in the different halls.
3. Your presentation can be loaded on to the network without problem when it does not exceed 100 MB: larger file can cause problems.
4. Power point version accepted is Power Point MS Office 97, Office 2000, Office 2003, Office 2007, Office XP and Office 2010.
5. Use embedded pictures, do not use images linked to other files. Linked pictures may not show up in your presentation

### **Vijayawada Poster Prize Session**

1. Kindly display your poster at least 1 hour before the session starts
2. Be present at the side of your poster as the judges will be visiting to evaluate your poster
3. Time allotted is 3 minutes for presentation and 2 minutes for discussion. A maximum of 3 slides are allowed during the presentation.
4. An area of 4 feet x 3 feet will be available for each poster. Poster should be prepared in English and should be headed with title, name of author (s), institution and place. Aims and objectives, Methods, Results with salient comments and conclusions / message should be included in the poster.
5. Charts drawing(s) and illustration(s) must have self-explanatory titles. In order to be legible from a distance of 2 meters, the letters should be at least 10 mm tall and lines should have a striking contrast.
6. Posters should be made of lightweight material so that they can be mounted easily on poster board. It is advisable for author(s) to bring their own material for choice to fix the poster.
7. Poster must be set up in the poster area at least 15 minutes prior to the start of the session. The poster boards are numbered and you should mount your poster on the board corresponding to your poster. Pushpins are available in the session room. Please remove your poster immediately at the end of the session.
8. Please note that the poster presentation for the prize session will be as physical presentation and that for Moderated and Unmoderated Posters will be as Eposters.

### **Moderated Poster Session**

Time allotted to speakers in moderated poster session is 2 Minutes (Plus 2 minutes for discussion). Maximum 3 slides are permitted for powerpoint presentation.

### **Guidelines for preparation of E-Posters**

1. E Poster should be submitted in a single powerpoint slide / PDF
2. Slide should be prepared in Microsoft Powerpoint 2007/2010/2013 format only.
3. Content should be clear and concise.
4. Don't overcrowd the slide.
5. Slide size and page setup should be 16:9 and landscape orientation.
6. Avoid fonts smaller than 14 size
7. Use contrast for better visualization.
8. Do not embed audio or video in the slides.
9. Avoid using hyperlinks as internet access will not be available during presentation.
10. 42 Inch LCD screen will be used for presentation at the venue.

The EPoster would be uploaded in the electronic screen arranged at the venue, ahead of the date of presentation, to ensure smooth running of the E Posters in sequence. Therefore the presenters are requested to follow the guidelines given above and send the prepared poster alone as a single slide (as powerpoint presentation or as pdf format) before the stipulated date to the Central office of the USI. The material will also be sent from the central office to the chairpersons of the respective sessions.

The display of materials submitted after the stipulated date cannot be guaranteed and any consequences arising due to late submission of display materials shall not be binding to the scientific committee of USI.

**Dr. Ravindra B Sabnis**

**Honorary Secretary, Urological Society of India.**