



16TH ASIAN CONGRESS OF ORAL & MAXILLOFACIAL SURGERY

Dr. S. JIMSON
Organising Secretary
+91 9940309211

Dr. GUNASEELAN RAJAN
President & Organising Chairman
+91 9840045691

Dr. V. B. KRISHNA KUMAR RAJA
Chairman, Scientific Committee
+91 9840032950

Guidelines for Delegate Free Paper / Young Researcher / Next Gen Forum/ Video Demonstration Presentation

- Presentations will be sequenced according to the day, hall, session, and time.
- Kindly check the website for details regarding the session timings.

Format for Oral Presentation

- Presentations in Microsoft PowerPoint (pptx) or Keynote with a 16:9 (WIDE) aspect ratio will be accepted. No other formats will be entertained.
- All presentations are to be made in landscape layout.
- For privacy and copyright reasons, all speakers are encouraged to watermark their slides and block the eyes or identity of patients in photographs.
- Carry a copy of all video files associated with the presentation in MP4 format, along with the presentation as a single folder.
- Presentations on personal laptops/tabs/USB devices are not permitted.
- Speakers are requested to load their presentations at least three hours before their presentation time. Those presenting in the first two sessions in the morning are requested to submit their presentations by the previous evening before 5 p.m.
- Delegates presenting on Day 1 (morning session: 9 am - 11 am) are requested to report by 7:30 am on July 25, 2024 to submit the presentations in the preview room.
- Changes to submitted presentations will be allowed until one hour before the start of the session. After that, no edits will be accepted.
- Presentations will be accepted only from a pen drive and cannot be retrieved from mobile devices or the Internet.
- Only material submitted at the preview room will be allowed for presentation.
- All speakers are requested to adhere to the allotted time.
- **Timing for Delegate Free Paper/ Next Gen/ Young Researcher forum Presentation 7min presentation + 1 min discussion**

+91-9940309211
+91-9884909211

jimsons@acoms2024.com
www.acoms2024.com

CONFERENCE SECRETARIAT
Dr. S. Jimson, Organising Secretary
#125 B, Karthikeyan Road
Periyar Nagar, Chennai - 600082



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- Each session will have a “ Best Paper of the Session” that will be evaluated by the chair. Presentations that overshoot the time will not be considered for the award.
- A digital reverse timer will be displayed on the stage.
- The audio/video will switch off automatically within a few seconds after the stipulated time of presentation.
- Kindly be present at your respective presentation halls at least 30 minutes before the start of the session.
- All the Delegates are requested to remain in the hall till the end of the next / consequent session for announcement of the results.
- **Delegates presenting in the Video Demonstration session should carry the video in MP4 format that should be submitted in the preview room 3 hours prior to the session**
- **Time slot for video demonstration: 7min video + 1min discussion.**

Kindly contact the hall convenor/volunteers for any further assistance.

The organising committee appreciates your cooperation and support.

Please get in touch with the scientific coordinators with any questions about your session.

Dr. P. Elavenil

Mobile/WhatsApp @ +919841254653

Dr. Sasikala

Mobile/WhatsApp @ +9198404 95547

Dr. P. Sneha

Mobile/WhatsApp @ +9197908 97833

Dr. Ritvi K Bagadia

Mobile/WhatsApp @ +91 9677100770

+91-9940309211
+91-9884909211

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