



# 16<sup>TH</sup> ASIAN CONGRESS OF ORAL & MAXILLOFACIAL SURGERY

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## Guidelines for Delegate and Post Graduate Delegate Prize Paper Presentation

- Kindly refer to the invite sent by the organising committee for the schedule of your presentation.
- Each presentation is allotted 8 minutes, followed by an additional 2 minutes for discussion.

## 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 presenters are encouraged to watermark their slides, 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.**

## Instructions to Presenters

- All presenters are encouraged to review their presentations in preview rooms to ensure optimal slide, audio, video, or animation performance.
- Presentations on personal laptops/tabs/USB devices are not permitted.
- Presenters are requested to load their presentations at least three hours before their presentation time.
- 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.

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- All presenters are requested to adhere to the allotted time.
- A digital reverse timer will be displayed on the stage.
- There will be **automatically programmed**, two reminder bells; 1st bell- 2 minutes prior to time lapse and 2nd long bell at the end of the stipulated time, to indicate the conclusion of presentation.
- **The audio/video will switch off automatically in a few seconds after the stipulated time period.**
- Kindly assemble at your respective presentation halls at least 30 minutes before the start of the session.
- Report to the facilitators/hall convenors, who will help you to your seats in the front row.
- All presenters are requested to remain in the hall till the end of their respective sessions and the discussion time.
- Kindly contact the hall convenors 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.

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