

### Poster Preparation Guidelines

◆ Prepare the poster using the template shared in the official WhatsApp group or via our website [www.commedtvm.com](http://www.commedtvm.com).

◆ Use reasonably large-sized font to allow easy visualization of text.

◆ The Structure of the Poster should be as follows:

Background, Objectives, Methodology, Results, Conclusion and References in Vancouver style.

◆ To effectively communicate your data, use charts, tables, graphs, images, etc. wherever appropriate in the Poster to minimize the amount of text.

◆ No need for printing the poster. Your poster will be displayed in LCD Screen, and you will be presenting.

◆ Submit your slides at least by **30<sup>th</sup> March 2024** via our website [www.commedtvm.com](http://www.commedtvm.com).

◆ During poster presentation, you will be required to present a summary and salient feature of your research in **4 minutes** to the Experts. Followed by discussion for **1 minute**.

◆ Poster can be prepared in PPT, PDF or JPEG format.

◆ Once the poster or presentation is designed, it can be saved and labelled with Name of the presenter, Registration ID, type of presentation (oral/poster) in this format –

Name\_Registration ID\_poster                      (Example: Ajay\_0007\_poster)

◆ Make a backup presentation to bring with you to the conference in the event of computer incompatibility.

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### Oral Preparation Guidelines

- ◆ Prepare the slides in Microsoft PowerPoint using the template shared in the official WhatsApp group or via our website [www.commedtvm.com](http://www.commedtvm.com).
  - ◆ Kindly follow the basic rules of PowerPoint presentation and font type and size: Calibri, at least 36 in headings and 24 in body.
  - ◆ Tables, graphs and figures should be appropriately labelled with legends and data labels in place. Figures should be of high resolution and details in figures and tables should be visible properly.
  - ◆ Do not use light colours (Yellow, Light Green or Pink) in the figures.
  - ◆ Use clean background and avoid unnecessary animation.
  - ◆ Review each slide for accuracy and errors. Test the presentation on another computer to make sure that the fonts and graphics are still included in your file.
  - ◆ The PowerPoint presentation should be limited to a maximum of 10 slides including slides for author details and references. The flow of slides should be as follows:
    - Title slide: - It should contain Registration ID, Title.
    - Introduction ● Objectives. ● Materials and Methods. ● Results.
    - Conclusions. ● References in Vancouver style.
  - ◆ Do not include videos in the slides. All abbreviations should be explained. Standard units of measurements should be used.
  - ◆ Each oral presentation you will be required to present a summary and salient feature of your research in 5 minutes to the Experts. Followed by discussion for 2 minute.
- Strict adherence to time limit is required and it will be one of the criteria for judging the paper. PPT will be blanked out after completion of 5 minutes.

## NATCON'24: Guidelines for Poster and Oral presentation

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◆ Submit your slides in ppt\* format at least by **30<sup>th</sup> March 2024** via our website [www.commedtvm.com](http://www.commedtvm.com).

◆ Meet the hall in-charge and check your slides prior.

◆ Once the poster or presentation is designed, it can be saved and labelled with Name of the presenter, Registration ID, type of presentation (oral/poster) in this format –

Name\_Registration ID\_oral

(Example: Rajeev\_0007\_oral)

◆ Make a backup presentation to bring with you to the conference in the event of computer incompatibility.

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