

Dear Dr. _____

GUIDELINES for SPEAKERS

1. Please be present in the conference hall 2hrs prior to your session, on the first two rows earmarked.
2. Kindly ensure that your lecture is ready for delivery & pre-loaded at the preview room 2hrs before your scheduled lecture.
3. NO PERSONAL LAPTOPS WOULD BE ALLOWED. All the presentations would be done through the conference Projection system only. Please co-operate.
4. In case of being absent, you'll not be accommodated in your session and no other slot would be offered in any other session. Kindly make your presence felt well before time in the hall.
5. As the scientific session is packed back to back, kindly stick to your allotted time. There will a countdown timer to help you keep track of your time. At the end of your allotted time, the screen would be blanked in which ever state your lecture is. Kindly, bear this in mind. THIS IS A POLICY DECISION.
6. As all the questions would be taken up at the end, please stay back after your lecture for a combined discussion after all the lectures. Since, the discussion time is very short, questions may be put at random to any of the speakers, not necessarily covering all of them.
7. You are advised to use the template as given on the website.

Thank you for your co-operation.

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