

National Conference

on

Environment Pollution Control and Management

(EPCM2019)

1st and 2nd March, 2019

Please send your presentation on email pas.civil@coep.ac.in on or before 26/02/2019 upto 5.00 p.m so that can be arranged session wise for presentation.

Oral Presentation Guidelines

Observing Your Allotted Time

- The total time allotted to each speaker is 10 minutes. You should plan to speak for 08 minutes and leave 2 minutes for questions.

Organization of Oral Sessions

- The conference will be equipped with a computer video projector and a computer that is connected to the projector for each oral presentation room. Normal audio equipment such as microphones will be provided.
- The computers are equipped with **Windows 10** as well as **Microsoft PowerPoint 2016 (Office)**.

Good Practices

- Show no more than 1 slide per minute of speaking time. This means approximately 10-12 slides MAXIMUM for the 08 minutes presentation at the symposium. Remember, the last two minutes of the presentation are for questions from the audience.
- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.
- Put no more than 12 lines of text or 4 curves on any slide.
- Include only information or data that can be properly explained in the allotted time.

- If a question requires a lengthy reply, suggest that you and the person asking the question meet after the presentation. Then take the discussion out of the meeting room.

Guidelines for Poster Presentations

Poster Presentations will be displayed for the duration of the conference in the Poster Display Area in A0 size, portrait orientation.

If you are unfamiliar with poster reception, the following may be useful:

- We kindly ask Poster presenters to stand at or near by their poster for at least the first 30 minutes of the poster reception. This will allow you the opportunity to talk with delegates about your poster and answer questions regarding your work.

The poster should be a visual presentation of your submitted abstract and should meet the following criteria:

TITLE

The title should be the same as in the submitted abstract.

SIZE

The poster must be **A0 size** (A0 size is 841mm x 1189mm) in **portrait orientation**.

LETTERING

The poster should be easily readable at a distance of two metres. Use UPPER and lower case for general content as the use of all-capital text is difficult to read. Avoid using a mixture of type/font styles.

TITLE

Include the title of your presentation at the top of the poster. Characters should be a minimum of 48 point font size. Your name, college should also be displayed on the poster. HEADINGS 48 to 60 point font size is recommended for headings.

CONTENT

24 to 32 font size single spaced is recommended. The text should be concise and easy to read.

The message that your poster contains should be clear and understandable without the requirement of oral explanation. If relevant, methods should be presented simply and concisely.

After the title, the two most important panels are the Introduction and the Conclusion. Results should be presented graphically if possible. Avoid large tables of data. Results should be in line with those originally submitted in your abstract.

Use pictures, symbols and colour. Figure legends are essential and should be short but informative. If using graphs, they should have a short heading.

For visual effect, we recommend that graphs be no smaller than 12cm x 18cm. Photographs should be no smaller than 12cm x 18cm. Use the space to attract your audience for discussion, not to present complex details of methods and results.