

Guidelines for Presentation in ICORT-2023

1. There are two presentation format and upload fields in EDAS.
 - (a) ppt or pptx presentation which is mandatory for all presenter to upload within 20.02.2023
 - (b) Video presentation (.mp4 video presentation with audio recorded along with it). This option is mandatory for those speakers who wish to present virtually and will not be available physically during conference. This is required as a standby (backup) in case of any network/ technical issue during live conference session.
2. Prepare your presentation and save a copy in .ppt or .pptx preferably in Microsoft Office 2016 professional or higher. Rename the file as your paperID.pptx/ paperID.ppt (Please note that it is paper ID and **not** author ID). PPT/PPTX size should be within **20 MB**.
3. Presentation time is **10 min**. Subsequent 3 min will be there for Q&A and 2 min turnaround time for the next speaker. Please prepare your presentation accordingly.
4. The authors must prepare their oral presentations to convey their message in clear and sharp manner, providing the outline of the key principles, facts and results. More detailed discussions can continue during the breaks.
5. To prepare the presentation video, please follow the guidelines below:
 - a. In Microsoft Power Point, go to *Slide Show -> Record Slide Show -> Start Recording from Beginning*. Make sure you include a) Slide and animation timings and b) narration, ink and laser pointer in your recording by checking the check boxes before starting the recording.
 - b. Now, present your paper with the microphone enabled to record your voice with your slide show presentation. You can use soft laser pointer (option available in slide slow) or mouse pointer to explain the slides. Restrict your presentation to 10 min only.
 - c. Save your presentation (use **save as** option) as MPEG-4 video format. Rename it as paperID.mp4. Video size should be within **150 MB**.
6. Indicate the "Presenter" details in EDAS.
7. Upload your ppt/ pptx file in **Presentation (ppt or pptx)** field in EDAS.(for all presenter)
8. Upload your .mp4 file in **Presentation (video)** field in EDAS (only for virtual / online presenter)
9. **The deadline for upload is 20th February, 2023**