Guidelines for Oral & Poster Presentations of ICPR-2024

Guidelines for Oral Presentations

Oral presentations at ICPR-2024 are scheduled for 15 minutes, followed by an additional 5 minutes for questions and discussion. So, the total time per paper is 20 minutes.

Presenters are required to use the equipment available in the session hall, which may include a desktop or laptop provided on the day of the event. The available device will operate on Windows OS with Microsoft PowerPoint pre-installed.

To ensure a smooth transition between speakers, presenters should bring a copy of their presentation on a USB drive. Assistance from an ICPR-2024 volunteer will be available in the session hall to help with uploading, setting up, and projecting the presentation.

Guidelines for Presentation Content

Much has been written about how to make an effective presentation in the following link. https://www.microsoft.com/en-us/microsoft-365-life-hacks/presentations/how-many-slides-does-your-presentation-need. Some of them are as follows.

- **Avoid overload:** Ensure that each slide communicates a single idea clearly, avoiding cluttered layouts or excessive text.
- **Add visual appeal:** Incorporate images, charts, and graphics to convey information without using too many words and equations for your audience to read.
- **Put in the practice:** Familiarize yourself with your slides and practice your delivery to refine your timing and confidence.
- **Concise and focused content**. For a 15-minute presentation, aim for around 10 to 15 slides to maintain a good pace, which will fit with the 1-2 minute per slide rule.

Preparing Your Oral Presentation for ICPR-2024

File Format:

- Prepare your presentation in either .PDF or .PPTX format.

- Ensure that your slides are set up for on-screen display in 16:9 aspect ratio.

Fonts:

- Use standard Windows fonts only. Avoid non-standard or language-specific fonts that may not be displayed correctly on the provided equipment.

Images:

- Instead of copying and pasting images, always use the "Insert Image from File" option in PowerPoint. Supported image formats include JPG and PNG.

Videos:

- Only MP4 and AVI video formats are supported.

- To avoid playback issues, save your presentation in the .pptx format and submit it directly at the venue.

Technical Requirements:

- Presentations will be displayed on a Windows 10/11 PC using Microsoft PowerPoint.

- If you're using an Apple device, be sure to save your file with a .pptx or .pdf extension.

- Test your presentation on a Windows computer before uploading it to avoid compatibility issues.

Poster Presentation Guidelines for ICPR-2024

Poster presenters at ICPR-2024 are required to follow these guidelines to ensure a smooth and organized session. Organizers have arranged both the options for virtual and offline platform for poster presentation. All poster authors need to complete the actions for BOTH THE PLATFORMS. The instructions are as follows.

Virtual Poster Room:

- **ICPR 2024 will provide a virtual poster room so that the poster papers can be seen by the registered participants. Please save your A0 size poster in PDF format (size less than 10 MB), and record a video (maximum length 2mins, maximum size 10 MB, format .MP4) explaining the poster. We will share the link to upload these two files by November 20, 2024.** Also, please note that A0 sized printed version of each poster MUST BE displayed in the poster board designated in the poster room whether it is presented in offline or online mode. It is the authors' responsibility to find someone to display their poster in the poster board if they cannot attend the conference.

- Please note that the virtual poster room has an option for posting questions. It is the responsibility of the authors to answer the questions received on virtual platform.

Poster Setup:

- Each poster board will display a sequential number as mentioned in the program. Presenters should attach their poster to the assigned board at least one hour before the respective poster session. During the designated poster session, the presenting author (or a co-author) must be available (In case of offline presentation) at the poster to discuss and answer questions.

- The authors also need to submit the PDF copy of the poster along with the short recording on the virtual platform within 20th November. The authors should answer all the queries received on the virtual poster room within the presentation date.

Poster Size and Format:

- It is recommended to prepare a poster in A0 size, portrait orientation (119 cm high and 84 cm wide).

Demonstrations:

- If you wish to present a demonstration during your poster presentation, you will need to use your own laptop with battery as desks and electricity will not be provided by the organizer.

Poster Removal:

- Posters should be taken down immediately after the poster session. Otherwise the posters will be disposed of by volunteers.

Virtual ORAL Presentation Guidelines for ICPR-2024

Presenters unable to attend ICPR-2024 in person can still participate by delivering their presentations virtually (online). Below are the guidelines to ensure a smooth and successful virtual presentation.

Presentation Format:

- Virtual presentations will follow the same schedule as in-person presentations on the day of the conference.

- Presenters will have 15 minutes for their talk, followed by 5 minutes for questions and discussion.

Zoom Access and Setup:

- Each virtual presenter will receive an individual Zoom link via their registered email address. These links are unique and MUST NOT BE shared.

- Presenters are encouraged to log into the Zoom Test Platform prior to their session to check their audio, video, and presentation settings. This will help to prevent any technical issues during the live session.

- Please log in 30 minutes before your scheduled presentation to allow time for setup and troubleshooting.