

Instruction to Presenters

Instruction to Presenters: Oral Sessions

- The conference Venue is HOTEL ACCORD, Puducherry. Day-I is 24.02.2017 and Day-II is 25.02.2017.
- The word 'session' means a time slot while the 'Track Name' means a collective name attached with the papers allotted to a particular hall. In a session there will be four Tracks.
- The author/delegate registered under succinct category is entitled for only one day (Day-I or Day-II) on which his/her paper has been scheduled. The Succinct registered delegates having multiple papers are scheduled such that all their registered papers appear in Tracks of a single day.
- Request for change of Track, Session and Day will not be entertained.
- Presentations are 10 minutes in length with an additional 2 minutes for discussions
- Report to your scheduled Hall (Crystal-I/Crystal-II/Emerald-I/Emerald-II) 15 minutes before the session to begin. Refer the 'Conference Schedule' for more information.
- Presentations should be loaded onto the presentation laptop in the appropriate Hall to your Track.
- End times of sessions vary depending on the number of papers scheduled
- Participation cum attendance certificate for the delegates will be issued in the respective halls at the end of the Track. To get the certificate, it is mandatory to present the paper and attend the Track fully. The registration alone may not be sufficient for getting the participation certificate
- The Hall will have the facilities namely, a Laptop with Microsoft Windows operating system, Microsoft Power Point and Adobe Acrobat Reader, LCD projector, card-less mike (microphone), and pointer.
- An organizing committee member will be available in each room to assist with the file uploading. It is the responsibility of the presenters to make sure that their files are presentable using the provided software. It is vehemently advised to name the presentation file name as either 'your paper ID.ppt' or 'your paper ID.pdf'.
- Spot registration is recommended only for non-contributing authors while authors (their paper has been selected) are advised to register as early as possible with late fee to enable us to include your paper in the proceedings (on or before 20.02.2017).
- Each track will include two Chair persons and tracks may begin with a Keynote address for about 45 minutes.
- One best paper will be chosen through the weighing criterions Novelty, Similarity level and style of writing, Presentation and Discussion.

Instruction to Presenters: Poster Session

- The poster session (single session) will be held in the Crystal hall of the conference venue (Hotel ACCORD) and scheduled in the afternoon of Day-II.
- Each author is responsible for setting up and removing his/her poster.
- Please setup your poster 15 minutes before the session starts. Please remove your poster after the session ends.
- As many participants will walk around during the poster session time for questions and discussions with the authors, the authors are thus required to be present at their poster location during the session except for short breaks.
- The ICCPEAT'2017 organizer is not responsible for possible loss of posters left on the board after the session.
- The poster panel with Paper ID is provided for each poster presentation.
- Your poster should be visible from few metres away; so lettering should be large and clear. Use colour to emphasize important features. Diagrams and graphs should have clear captions. Photocopies of your paper typescript are not acceptable. The poster dimension should be in two numbers A2 size (420 x 594 mm or 16.5 x 23.4 inch), preferably in multi-color charts.
- Push-pins or adhesive tapes will be provided to attach your presentation materials onto the poster board.
- The Poster Session Chair persons will take attendance of presenters during the session.
- One best paper will be chosen through the weighing criterions Novelty, Style of chart, Presentation and Discussion.
- Participation cum attendance certificate for the delegates will be issued in the end of the session. To get the certificate, it is mandatory to participate session fully. The registration alone may not be sufficient for getting the participation certificate