Instructions to Session Chairs/Co-Chairs and Authors of SEC-2016

1. It is mandatory that presenters upload their respective presentation files in the Laptops identified for "Loading Presentations" (placed in the ground floor of TDC) at any time or in their respective session rooms during the tea/lunch break at least 6 hours prior to their presentation time. The presentation file must be of **PDF/PPT/PPTX** format. For presentations on 21th of Dec, the files could be uploaded at the registration desk on 20th of Dec from 3 to 7.30 pm. The Laptops identified for "Loading Presentations" and session rooms will be open for uploading the presentations from 8.00 am onwards during 21st to 23rd Dec.

2. At the beginning of each session, the Chair and Co-Chair will introduce themselves and the Chair will highlight the key rules to maintain the time schedule.

3. The keynote and invited presentations will be for 45 and 30 minutes respectively. The keynote and invited presentations should end respectively at least 10 and 5 minutes before the end of the allocated time to allow for questions and for switching to next presenter. During the keynote and invited sessions, the Chair should introduce the speaker before his presentation begins (This should take about one minute).

4. All other presenters should briefly introduce themselves before their presentation.

5. The contributory presentations will be for 15 minutes. The presentation time is 12 minutes with 3 minutes for discussions. The presenter will be signaled after 9 minutes. After 12 minutes, the Chair/Co-Chair may stop the presenter to take questions from the audience as well as preparation for the next presentation during the remaining 3 minutes.

6. Presentations must follow the programme schedule strictly. It is the responsibility of session Chair/Co-Chair as well as the respective presenter that every presentation must start and finish at the time as specified in the schedule. In each session room, a volunteer will assist the Chairs in maintaining the time schedule.

7. If a presentation is completed before the allocated time, the Chair should wait by having more discussion or comments until the time for the next presentation.

IMPORTANT

- No personal laptops/electronic gadgets are allowed for presentation. This is to avoid unnecessary time that may be lapsed in changing laptops/projector cables etc.