



# Reignite Innovative Conferences

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## Physical Presentation Guidelines:

### Oral Presentation Guidelines:

- Please make sure to upload all media files required for your presentation. Any necessary video or audio files should be embedded in your PowerPoint file.
- Since your computer may have sophisticated fonts (such as special equation symbols) that the conference computers may not have, it is suggested that when you save your PowerPoint presentations, use “Save As” from your “File” pull-down menu. When a dialog box pops up, click on the “Tools” menu on that dialog box and select “Save Options”. Then, check the option “Embed true type fonts”. Click “OK” and then click “Save”. This allows you to include the fonts you are using in your presentations to minimize the font incompatibility problems.
- In addition to the default “.pptx” file format, we suggest that you also save a copy of your presentations in the “.ppsx” (PowerPoint Show) format (the “.ppsx” version may also include some of the special fonts in your presentations).
- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.
- Please send the copy of your presentation to the conference mail ([biotech22@thereignite.com](mailto:biotech22@thereignite.com)) (Suggested to send 15-30 days prior to the conference).
- Presenters are encouraged to have their completed presentation on a USB/flash Drive in widescreen 16:9 or 4:3 format.
- The total time allotted to each speaker is 20 minutes. You should plan to speak for 16 minutes and leave 4 minutes for questions and discussions. Please try to complete your talk within the scheduled time.
- If a question requires a lengthy reply, suggest that you and the person asking the question meet after the presentation.

### Poster Presentation Guidelines:

- Posters should be portrait (vertical) orientation, ISO paper size A0: (841 mm wide x 1189 mm high) or (33.11 inches wide × 46.81 inches high).
- Material should be displayed in logical sequence (with names of authors and affiliations), Introduction/Objective, Methods, Results, Conclusion, Acknowledgements.
- Each poster must include text in a large enough font (~20-point font) to be read easily by attendees from a distance of 4 to 5 feet or more. Lettering on illustrations should be large and legible. Photographs should be a minimum of 5 x 7 inches.
- You are responsible for transporting your poster to the conference and setting it up. There are no printing facilities onsite. Posters are affixed with pushpins to the poster board. You are encouraged to bring a small supply of pushpins, as conference staff sometimes runs out of them.



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- Avoid overcrowding figures and cramming too many numbers into tables. Legends and titles should accompany all figures, tables, photographs, etc. in order to allow their immediate identification.
- Authors are responsible for mounting their posters and removing them as soon as the session ends.

## Online Presentation Guidelines:

### Online platform:

- Please follow the guidelines to join the meeting
- First click on the given link
- Select **Join Meeting in Browser** or select **join on the web**.
- To allow microphone and speaker press save and continue
- Enter the password provided by the organizer
- Please enter your full name so that the organizer can recognize the participants
- If you have GoToMeeting application in your smartphone, please join the meeting by entering the **meeting ID**

#### **For GoToMeeting Application**

- Download the GoToMeeting app from google play store/app store
- Here you no need to register for GoToMeeting
- Open the GoToMeeting app, enter the meeting ID provided by the organizer
- Then enter the name and email ID (optional) to join the webinar

### Procedure to share the presentation:

- The conference will be going on as per the agenda.
- The organizer gives the presentation authority to the respective speakers mentioned in the program.
- The respective speaker makes enable himself/herself by click on the mic, camera.
- **Once receiving presentation authority, the speaker has to open the presentation file (ppt) before sharing. Then click on the Screen button (Share your screen button) in GoToMeeting tab. Then click on application window and select ppt file (Which is already open on your computer /phone)**
- In ppt file click on slide share/reading view for better visibility of your presentation
- Please inform to the organizer once your presentation has completed.
- Kindly requesting all the speakers to complete their presentation in prescribed time.
- When the speaker giving the presentation, all other speakers and attendees mute their mic to avoid disturbance.
- I request all the speakers to use the USB headset to avoid disturbance in voice.



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- For a better view of the presentation, I request attendees and other speakers to click on the Who is talking (Click on Talking → Click on Who is Talking)
- I request all the speakers to available themselves till the end of the conference.

