Guidelines for Speakers

When your turn comes up to speak at our Conference, here are some guidelines to consider:

- ✓ Choose a topic of informational, educational and current research interest that will grab more attention of the audience.

- ✓ All the submitted abstracts will be reviewed and screened by the organizing committee members and Chairs of the session.

- ✓ Once the abstract is submitted the acceptance will be known within 48 hours.

- ✓ Avoid controversial topics or volatile issues that could arouse anger and division among members.

- ✓ Avoid repetition or sameness. We are looking for a speaker who delivers his/her lecture with a fresh topic.

- ✓ Avoid product or service promotion. We advice company executives who are invited to speak to deal with issues that affect the growth of industry and the community and how they cope with them. For service promotions book a slot for exhibition.

- ✓ The length of presentation will be 25 minutes; every session will have panel discussion, where you can clear the doubts of the audience.

- ✓ We will provide a PC and Projector for your presentation.

- ✓ Send a summary of your biography/resume and a paragraph about the subject of your presentation as soon as your date has been confirmed. We will promote your speaking engagement on our website.

- ✓ On your speaking day please plan to arrive on time as per the program. The meeting begins at 9:30 AM with an opening ceremony followed by keynote presentations and will continue with speaker presentations and poster presentations.

- ✓ The preferred language of presentation would be English, upon prior intimation; we would also arrange a translator to those who would present in their vernacular language.

- ✓ Each session will be monitored and judged by the expert in the field as a chair and co-chair where they will give their valuable feedback.

- ✓ Each participant will be honoured with a certificate from the chair and co- chair of the session at the end of the session.