



# 47<sup>th</sup> Annual Conference of AOMSI - 2023

**Date:** 23<sup>rd</sup> to 25<sup>th</sup> November 2023 | **Venue:** The Leela Ambience Convention Hotel, Delhi

**Host:** Delhi NCR and Haryana Chapter of AOMSI

**Theme:** Teaming Experience with Evidence



## GUIDELINES FOR DELEGATE FREE PAPER PRESENTERS

1. Kindly visit the Conference website for the uploaded free paper schedule (soon to be released)
  2. The Time allotted for Oral presentations is 8 min
  3. PowerPoint templates have been uploaded on website <http://47delhi.aomsi.com/Download.html>
  4. Kindly visit conference website to download the PowerPoint templates
  5. All presentations have to confirm to the template matrix.
  6. All presentations should be in landscape orientation.
  7. We are going to be hands-free scientific show, so all presentations will be preloaded in the AV server.
  8. Kindly submit your full presentations at - <http://47delhi.aomsi.com/WebPages/pptlanding.aspx>  
- **File size must limit – 30MB.**
- If file size exceeds 30 MB, Please Contact A1 Logics 0824 – 4252005 (9:00 AM – 6:00 PM Working Days)**
9. Your presentation will be catalogued as per the day, hall and time.
  10. The presentations can be previewed in preview rooms to ensure seamless functioning of the slides, the audio and the video or animation component if any
  11. Any Mac Presentations have to be pre-checked for Windows compatibility before sending
  12. Due to our tightly-packed schedule, under no circumstance, will any personal laptops or gadgets be allowed for the presentations. For reasons of privacy, the speakers are encouraged to watermark their presentations & block-out the patients' eyes.
  13. Kindly adhere to the topic of your talk
  14. The podium will have a pre-installed laptop & fixed microphone. In addition, we can provide speakers with collar-microphones & slide changers on prior request made during the uploading of the presentation.
  15. A countdown timer will be displayed on the main screen
  16. There will be two reminder bells
    - a. 1st bell: 3 minutes prior to time lapse
    - b. Final Bell: 1 minute prior to the stipulated time, to signal conclusion of the presentation.
  17. The audio/video will switch off automatically once the stipulated time is up.
  18. All the speakers are requested to be present in their respective halls 15 minutes prior to their respective allotted time, seated in the front 2 rows.
  19. If you are not present when your name is announced to deliver, the scientific committee will be compelled to move on to the next speaker for smooth functioning of the program.
  20. All the speakers are requested to stay back for their respective discussions at the end of each session.
  21. For any technical assistance, please feel free to contact the respective hall in-charge.