



Oral Presentation Guidelines (VIRTUAL) - IAPSMCON 2025

A. GENERAL INSTRUCTIONS

1. Each presentation is limited to a maximum duration of **5 minutes, followed by a 1-minute** question-and-answer session. No extra time will be allowed under any circumstances. A countdown timer will begin at 5:00 minutes, and the PowerPoint presentation will automatically stop when the time runs out.
2. The discussion will be live during conference and the speaker has to be present at the allotted time to address question answer session after presentation is streamed
3. The PPT presentation should be video recorded and uploaded **on your google drive and share the link at <https://iapsmcon2025.in/WebPages/SubmitPpt.aspx>**

Upload your video presentation by 31st March 2025

4. The guidelines for preparation of the video is given in Section B

5. The presentation should be preferably prepared using the template provided.
6. The slides should not be overcrowded - No more than 6 lines per slide.
7. Use one of the sans serif fonts (like Arial, Calibri, and Aptos), preferably Arial.
8. The font size should be at least 36 for the title and at least 28 for the body.
9. The presentation should include the following sections:
 - 1) Title and author list with designation and affiliation of the presenting author
 - 2) Background and rationale
 - 3) Objectives
 - 4) Methods
 - 5) Results
 - 6) Conclusions
 - 7) References (As a separate slide or as footnotes on selected slides)
10. All presenters must ensure that there is no conflict of interest and that ethical guidelines are followed.

B. INSTRUCTIONS FOR RECORDING PRESENTATION

Please take the time to read these guidelines

PRESENTER CHECKLIST

1. You will need:

- a PC/laptop
- webcam/ camera
- microphone
- and stable internet with 5-10Mbps bandwidth, [click here](#) to check your internet speed.

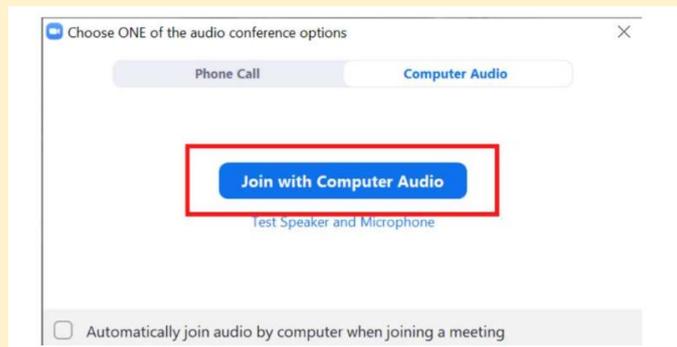
2. Upload your **video presentation on your google drive and share the link at <https://iapsmcon2025.in/WebPages/SubmitPpt.aspx>**

3. Recording your video presentation

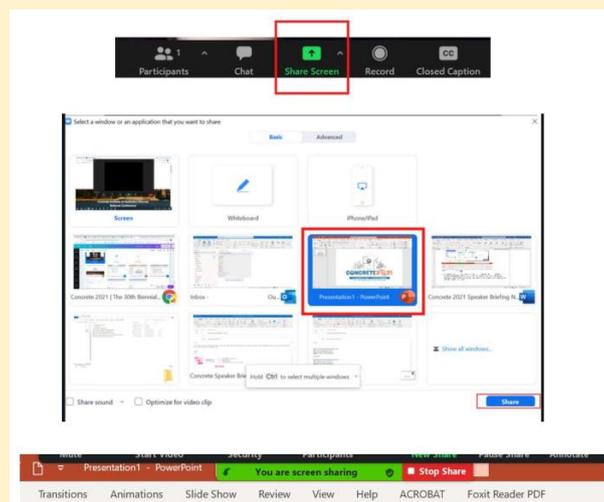
1. Avoid distracting background while recording your presentation.
2. You can record your presentation on Zoom and save/convert it to a MP4 file format. Please view the below instructions.
3. PowerPoint presentation slides should be in **Landscape**. To adjust your presentation, please follow the steps.
4. If you choose to use audio, visual files (video clips etc.) or animations, they must be embedded in the PPT file and cannot be linked to independent files nor open to any external pages. Any audio or visual files need also to be saved as individual files on your desktop to ensure optimal delivery when recording.
5. We recommend that you rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

USING ZOOM TO CREATE A ZOOM SCREEN RECORDINGS

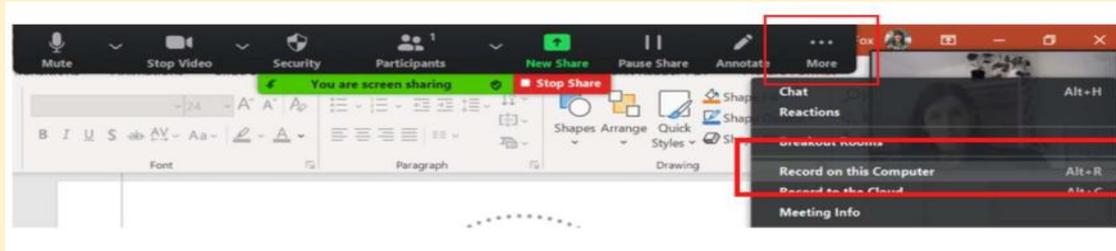
1. If you already have Zoom, open the Zoom application on your computer. If not, visit zoom.us and click on 'Download Client' at the bottom of the screen, then download 'Zoom Client for Meetings' and install it.
2. Click on the 'Home' tab, then click 'New Meeting'.
3. If you are unable to see your video, ensure to click 'Start Video' at the bottom of the screen.
4. When prompted, click on 'Join with Computer Audio' so Zoom will connect to the microphone on your computer. If you require audio in your presentation, we recommend using a microphone and headset for the best quality audio.



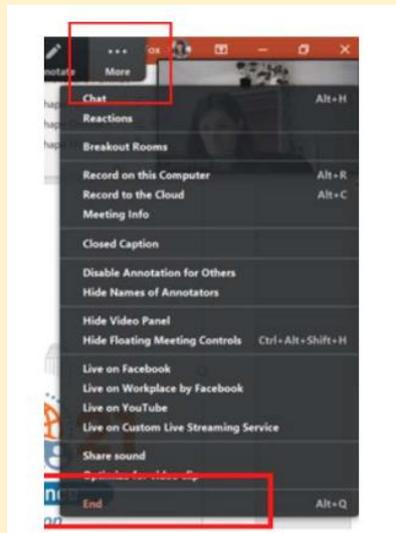
5. Now you have started a meeting with yourself as the only participant. Click on the 'Share Screen' button.
6. Select the Desktop option to capture your entire desktop or you can select specific applications or displays to capture if needed (in this case, PowerPoint). Once selected, click the 'Share' button and the chosen application or screen will have a notification bar saying 'You are screen sharing'.



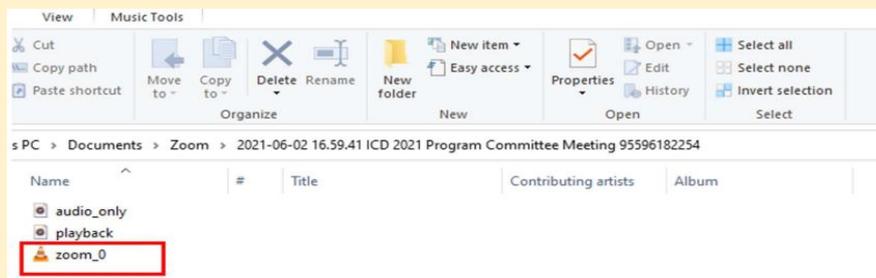
7. It is imperative that you drag the corner of your video box, to make it as large as possible.
8. You will also need to ensure your video appears in the top right-hand corner of your screen.
9. Before you hit 'Record', your screen should look like this:
10. Now you are ready to record! Move the mouse to the screen sharing notification, click on
11. 'More', then 'Record on this computer'. There will now be an indicator on the notification bar verifying that the meeting is now being recorded.
12. We recommend you making a brief test recording first to confirm that your equipment is working as expected.



13. When you are done recording, go back to the Zoom Toolbar, click on 'More' then 'End' and 'End Meeting for All'



14. The Zoom app will begin compressing the screen recording and save it on your computer.
15. . Once compression is completed, windows explorer will be pop up for you. The recording file that we are interested in is 'zoom_x.mp4'



16. Upload your **video presentation on your google drive** and share the link at <https://iapsmcon2025.in/WebPages/SubmitPpt.aspx>

If you require further assistance, please contact the **Technical Team A1 LOGICS : 0824-4252005 (9 AM TO 6 PM) www.a1logics.com**