



NCMLAI – 2019
26 – 27 August, 2019

Guidelines for paper presenters

- Check your presentation slot on the conference website under [downloads](#) on 12 August, 2019. We will not be able to accommodate request for change of slots.
- Each presentation room is equipped with a standard audio-visual package that will support a Microsoft PowerPoint presentation.
- Arrive to your presentation room 10 minutes before the session begins and save your presentation on the computer available in the room. You will not be able to connect your laptop to the projector.
- Sign the attendance sheet available with the session chair.
- Presenters should save their presentation in .pdf or .ppt format on a flashdrive (memory stick).
- Use the NCMLAI number of your paper to name your presentation file.
- Presentations are to be of not more than 12 minutes followed by 3 minutes for Q&A. The session chair will advise you to conclude your presentation in case of delay.
- A good rule of thumb is that a slide will take 1-2 minutes to present, so your presentation should be about 10-12 slides.
- Presentation rooms will seat around 30. Use appropriate font sizes.
- Handouts may be used if necessary. Bring a minimum of 20 copies.
- Access to the internet during the presentation is not guaranteed.
- Mac and non .ppt formats compatibility are not guaranteed.