**AUTHOR INSTRUCTIONS**

**ON THE DAY OF VIRTUAL PRESENTATION**

**It is mandatory that the registered AUTHOR *or* PRESENTER shall be present online during the conference at the date and time notified and it is necessary to ensure the following instructions carefully*.***

* All the authors and co-authors are invited to join the conference in online mode.
* It is imperative that presentations are delivered in English.
* You may use the given template/any standard template for the Power Point presentation ([Template](https://docs.google.com/presentation/d/1URhDqpauShAEEidvWM1lANG-iu57tcLK/edit?usp=drive_link&ouid=107116832892678685699&rtpof=true&sd=true)) and video presentation mp4 file
* Visit the GIEST 2024 [Website](https://giest2024.nitmanipur.ac.in/) for a detailed schedule and joining link.
* Athours need to prepare a video presentation mp4 file (PPT must be clearly visible) of max. of **10 minutes** only.
* The shared recorded video link will be accessed by GIEST team and will be presented during the assigned session followed by Q and A session. (Make sure that you have submitted your mp4 video files (PPT must be clearly visible) in the Google form https://forms.gle/jwuKCisRXuFzmX9NA)
* It is the responsibility of the presenting author to prepare an mp4 video whose presentation timing should not exceed 10-minutes. **The presentation time over the 10 minutes duration will not be accepted.**
* Attendees shall ***unmute***only during Q/A.
* Attendees may or may not turn on the camera during the play of the video but need to turn on the camera during Q/A session.
* Attendees are requested to join the given link (at least ***10 minutes***before the starting presentation of the specified TRACK) from their desktop/PC preferably. Install mobile application if joining from smartphone.
* Kindly maintain the decorum of the online conference.
* A scanned copy of an invoice for the paid registration fee (in the name of the registering author) will be provided through email within ten days after the completion of the conference.
* Presenting author will receive an e-certificate within ten days after the completion of the conference.

**ON THE DAY OF PHYSICAL PRESENTATION**

* It is imperative that presentations are delivered in English.
* You may use the given template/any standard template for the Power Point presentation ([Template](https://docs.google.com/presentation/d/1URhDqpauShAEEidvWM1lANG-iu57tcLK/edit?usp=drive_link&ouid=107116832892678685699&rtpof=true&sd=true)).
* Each presentation will be a maximum of **10 minutes** followed by 3 minutes Q/A session.
* The available equipment will be a PC, a projector and microphones. The PC will have sound to facilitate the use of DVD clips or videos.
* The recommended file type to be used for presentations is PowerPoint or Portable Document Format (PDF).
* The presentation files should be brought on a USB, memory stick, or a similar memory device.
* Speakers are requested to upload their presentation on to the session PC and report to the Session coordinator **10 minutes** before the start of the session.
* As the total duration of your presentations is **10 minutes**, the recommended number of slides for your PowerPoint file is 12-15.
* An invoice of the registration fee (in the name of the registering author) will be provided at the registration desk.
* Presenting authors will receive the presentation certificate after the presentation.