

## **Guidelines for presentation at ICDACA-2022 on 01st – 02nd July 2022:**

1. The time allocated for a presentation is 10 minutes, with a further 5 minutes allowed for discussion.
2. Author must share their PPT / Slides prior to 01<sup>st</sup> July 2022 at respective Repertoire with CC on [icdaca2022@sageuniversity.in](mailto:icdaca2022@sageuniversity.in) by mentioning your paper ID, Author Name.
3. Candidates will not be allowed to present without PPT/slides.
4. There will be Best Paper Award for every session at ICDACA-2022.
5. Consider the sequence and relevancy of your slides. A current slide should build a path to next slide
6. Use graphs and charts to illustrate your prominent points. They will help the audience to clearly understand the content.
7. Make it simple. Too much fancy graphs and charts with huge data and numbers will confuse the audience. Don't use flash, gif images and fancy colors. The audience will only remember those effects, not your message. Make it simple!
8. Organize your thoughts and develop clear transitions between slides.
9. Never read from your slides. We can't emphasize this enough. Your audience will be reading your slides. Again, they should be short and to the point. You don't need to use full sentences.
10. Practice speaking. Practice your presentation as much as possible and consider the time you are given. You will only have 10 – 15 minutes. Use your time fully and effectively. The more you practice, the more comfortable you will be.
11. Give priority to your findings. Give priority to your findings and outcomes. Reduce the time that you spend on background, but be sure you have offered enough background, material and information for your conclusions to make sense to your audience.

## **Things to do before presentation at a conference to prevent technical delays/issues:**

1. Ensure that you are available at least 30 minutes before the session starts on the day of the conference.
2. All presentations must run on Windows operating system – the Presentations MUST be submitted to the respective Repertoire with CC on [icdaca2022@sageuniversity.in](mailto:icdaca2022@sageuniversity.in) by mentioning your paper ID, Author Name 15 minutes in advance to ensure that the sessions run according to schedule without any delays.
3. Keep an extra-copy of your presentation to the conference on a USB media storage device. This copy is to be used as a backup if required.
4. Make sure the USB media storage device and your presentation file are properly labeled with your name, presentation day, and time.
5. Send your final presentation via email to the organizing committee by the prescribed deadline.
6. If you need special arrangements (Different operating system, videos to be displayed etc.,) you should make that known to the organizing committee by the presentation submission deadline.
7. Please note that the organizing committee will not be held responsible for any technical issues occurring due to late communication.