

Guidelines for PowerPoint Presentation

1. Presentation Duration

- Total time allotted: 15 minutes (including Q&A)
- Please adhere strictly to the allotted time to ensure smooth session flow.

2. Slide Format

- Slide size: Widescreen (16:9 aspect ratio)
- File format: PowerPoint (.ppt or .pptx) or PDF
- Font style: Clear and readable fonts (e.g., Arial, Calibri, or Verdana)
- Font size: Minimum 20 pt for body text; larger for headings
- Background: Prefer light background with dark text or vice versa. Ensure high contrast for readability.

3. Slide Content

- Title Slide:
 - Title of the paper
 - Author(s) name(s) and affiliation(s)
 - Conference title and date
- Suggested Slide Structure:
 - 1) Introduction
 - 2) Objectives/ Methodology / Approach
 - 3) Case Study / Field Applications (if any)
 - 4) Key Findings / Conclusions and Recommendations
- **Keep slides uncluttered:** Use bullet points, not full paragraphs. Aim for no more than 6 bullet points per slide.
- **Use visuals effectively:** Include diagrams, graphs, charts, and images where applicable to enhance understanding.

4. General Tips

- Bring a backup copy of your presentation on a USB drive.
- If using animations/videos, ensure they run properly on standard equipment.

5. Submission

- Deadline for submitting final PPTs: *[20 Nov. 2025]*
- Please email your presentation to: *[contact@tai.org.in]*
- If unable to send in advance, please bring it on a USB drive and submit it at the registration desk on the morning of your session.

6. During the Presentation

- A laser pointer and laptop will be provided.
- Technical support will be available at the venue.
- Presenters are requested to report at the session hall at least 15 minutes before the session begins.