

JBS7: GUIDELINES FOR ORAL PRESENTATIONS

All Oral Presentations in the JSB7 will be delivered as part of a specific technical session. Each presentation should not exceed **15 minutes** (12 minutes for the presentation and 3 minutes for discussion). These time limits will be strictly enforced. Following these guidelines will help you get your message across in a clear and timely fashion.

Guidelines for PPT

Total slides: On average, slides take about a minute to present, so aim about 15 slides, including cover and acknowledgements slides, as outlined below.

Cover slide: With title of presentation, author names (as provided in the abstract with the name of the presenting author in bold and underlined), and the affiliation of the presenting author (Incorporating the JBS7 logo and the logo of the presenting author's institute are optional)

Background: 1-2 slides explaining the background of the work

Objective: One slide with hypothesis(es) and objective(s)

Material and methods: 1-2 slide with methodology (no details of procedures, only reference to the methods)

Results and discussion: 6–8 slides highlighting results and discussing the primary findings

Conclusions: a slide detailing the conclusions

Acknowledgements: a slide for acknowledgements and funding support

Formatting: Minimum font size on all slides should be 18, as the presentation will be in a large hall

Additional notes

- Ensure all slides are formatted for easy understanding of the information
- Provide explanations for each graph, picture, and table. Avoid overly complex tables in slides.
- Avoid animations unless embedded and guaranteed to work
- Media file(s), if any, should be embedded in your primary presentation as a slide
- Turn off automatic slide advance timings
- The meeting will use **16:9 aspect ratio projectors** (widescreen) in all rooms. Create your presentation in wide screen format to utilize the full screen
- If you use various language fonts, save the PPT as a PDF on your computer and bring both formats for the presentation
- In PowerPoint, save your file as a **.pptx** extension. Do not use .ppt, .pps, or other formats, as these might cause issues with file compatibility

GUIDELINES FOR POSTER PRESENTATIONS

Those presenting the posters directly at the venue should bring the printed posters. The organisers will arrange for the printing of posters in Thiruvananthapuram, charging the actual printing cost. This is only if a high-quality PDF file is provided to the organisers on or before **18th November 2023**. Heavy files can be transferred through 'we transfer' (<https://wetransfer.com/>).

Those presenting posters online as part of the hybrid meeting can send their digital posters as pdf file.

Printed Poster

- **Orientation:** Portrait, DIN A0 format (84 cm wide x 119 cm high)
- Include the title and authors as mentioned in your abstract.
- Place the JBS7 logo in the upper left corner and the affiliated institution/university logo (if any) in the upper right hand corner
- **Language:** English ONLY
- Include the poster Number (to be provided later with the programme schedule) at the top middle
- Information on the poster should flow from left to right and from top to bottom. Brief introduction giving the objectives, brief methodology giving references of methods, highlights of results (with graphs and tables – do not use both for explaining the same idea), conclusions and key references. You may add a line of acknowledgement, if necessary
- Keep your poster simple – avoid too much information, focus on two or three main points
- Within the poster, line spacing, justification, and design/layout can be done based on the requirement and to suit the overall aesthetics!
- Use short sentences, simple words, and bullet points
- Text should be readable from at least one metre away. Suggested font size is at least 24 points, with author(s) and affiliation(s) at least 42 points, and headings at least 60 points
- Graphics should be self-explanatory; keep captions concise
- Authors are requested to be at their allotted spaces at the symposium venue for the specified time mentioned in the program schedule for discussion.

There will be an award of best poster presentation for each theme

DIGITAL/E-POSTER PRESENTATION GUIDELINES

Digital posters accepted for JBS7 and presented online will be displayed in digital format on high-resolution monitors at the venue. Parallely, the participants will be allowed to present the posters online at designated times and answer any queries.

Creating and Designing your E-Poster (for online presenters)

Poster size and orientation: All posters will be set in **landscape style** orientation (and all information (i.e., text, data, photos, and figures) must be designed to appear within one window/slide.

If you design your E-Poster in PowerPoint (PPT), ALL information must appear within ONE (1) slide only. Adjust the Page Setup and choose Slide Size: “**Custom (Width 90 cm, Height 50 cm)**” with a Portrait (vertical) orientation.

Convert your PPT into PDF format.

The resolution of the monitors used for e-poster presentation is 1920 x 1080 pixels, with dimensions of 93.3 cm x 52.3 cm in Landscape orientation. Ensure your e-poster matches this resolution .

E-poster should be submitted in PDF format only.

Please submit your e-poster to jbs7india@gmail.com on or before 18th November 2023

Failure to submit your e-poster by the deadline may result in your presentation being cancelled.