

# ISWS Golden Jubilee International Conference

*"Weeds and Society: Challenges and Opportunities"*

21-24 November, 2018, Jabalpur, India

## Oral Presentation Guideline

### Audio Visual and Technical Equipment

Plenary, Lead and Oral presentations will be done only on Microsoft power point (Windows Power Point 2003). Speakers are requested to bring a pen drive with their presentation to be loaded into the integrated computer system. Remote presentation system is equipped in the session room. You have a TFT monitor, mouse and USB keyboard on the podium to operate your presentation.

### Duration of presentations

- Lead presentations 20 minutes each
- Oral presentations 10 minutes each

## Poster presentation instructions

- Please note this important information for the preparation of your poster:
- Please use the designed ISWS Golden Jubilee International Conference poster template. Make your title short to summarize the message of the research. Keep references to a minimum
- Prepare your poster to fit the dimensions below; it is recommended that the poster be printed on one continuous sheet:
- On arrival at the congress venue in Jabalpur in November, please also refer to the Final Program book that you will receive to confirm your poster number and its location.
- Please affix your poster only on the board that has your assigned poster number.
- The dimensions of the poster should not exceed size (Width: 75 cm, Height: 100 cm).
- Allocate the top of the poster for the title and authors as stated on the submitted abstract. Don't forget your poster number!
- Preferably prepare the poster as one sheet. The text, illustrations, etc. should be big enough to be read from a distance of two meters. Use just one or two colours on a plain coloured background. Avoid capital letters, except at the beginning of sentences and for proper nouns. Avoid underlining; this implies it is a link to the subject. Use bolder, larger typeface for the main titles and headings. It can be effective to use a different typeface for headings and subheadings. To emphasize body text, use a bold or italic font. Put the conclusions in a prominent panel (preferably at the bottom of the poster). Do not use even justification of the column text if there are few words to a line. Be selective in your use of bullet points, perhaps only in the conclusion.
- Materials (such as double-sided tape) will be available for mounting posters. However, staff will NOT be available to assist you setting up your poster.
- DO NOT write or paint on the poster boards. DO NOT use nails, push pins, screws, or any tools that will puncture the poster boards.

### Display, Installation, Presentation and Removal Times:

Posters will be on display in the exhibition area for specific days of the Conference.

Day 1: **21 November, 2018** (Poster numbers **P-1 to 100**)

Day 2: **22 November, 2018** (Poster numbers **P-101 to 200**)

Day 3: **23 November, 2018** (Poster numbers **P-201 to 350**)

Poster set-up Time: 08:00 - 9:00 hrs

Poster removal Time: After 18:00 hrs

Please bring your printed poster (Width: 75 cm, Height: 100 cm size) with you before registration where you will be given instructions on the location and how to display your poster. If you have any queries regarding the information provided, please contact the 'Poster Display Help Desk' at the venue of the conference.