



39th Annual National Conference of Indian Society for Study of Pain
06th -09th February 2025 | WelcomHotel by ITC Hotels, Jabalpur

SPEAKER GUIDELINES

A. FACULTY REGISTRATION

- Registration for the Faculty is Mandatory.
- Staff will be available on-site if you need assistance.
- The registration area is open from 07:30 AM IST on 6th February 2025.
- ISSPCON 2025 is an in-person conference. Speakers cannot present virtually.

B. SPEAKER ARRIVAL TIME

- Each session room will be equipped with a PC laptop. You can upload all presentation slides, e-posters, and videos in your respective halls.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed. Presentations can only be uploaded in the preview room.
- All speakers are invited to the session room to upload and test their presentation slides, videos and/or e-Posters preferably one day before their session
- Plan to arrive in your session room at least 30 minutes prior to the session start time.
- In the session room, you can review your presentation only on computer/laptop which would be available in session room. No personal laptop will be used to preview presentation. Professional audiovisual consultants will be available for assistance. Computers in the preview room will be configured with hardware and software.

Hours of operation of Session room are as follows:

06th February 2025	07:00 am – 6:00 pm	WelcomHotel by ITC Hotels, Jabalpur
07th February 2025	07:00 am - 6:00 pm	WelcomHotel by ITC Hotels, Jabalpur
08th February 2025	07:00 am - 6:00 pm	WelcomHotel by ITC Hotels, Jabalpur
09th February 2025	07:00 am – 12:00 pm	WelcomHotel by ITC Hotels, Jabalpur

- The speaker must deposit their presentation in the session room at least 2 hours before the session.
- For the next morning's presentation, you can deposit your presentation previous evening.
- You are also advised to check that that your presentation is working on the computer in session room, for your satisfaction.

C. SPEAKER CONSENT AND CONFIDENTIALITY

- According to Indian law, speakers must sign a hard copy of the speaker consent form on-site. Please come to the on-site preview room at least 2 hours prior to your session start time to review and sign the speaker consent form.
- Each speaker can access and modify their own presentation, but will not have access to otherspeakers' presentations outside of your own sessions on-site. All data will be deleted from on-site computers after the event

D. TECHNICAL GUIDELINES

- Technical guidelines for formatting and uploading the accepted papers and presentations.
- Total size of the presentation should not exceed 20 MB.
- Typeface should be clear - e.g.: Arial / Helvetica / Calibri/ Verdana.
- **Colour suggestions:**
- When using light backgrounds (white, yellow, light blue, light pastel shades), we suggest using dark fonts (black, navy blue, dark green). When using dark backgrounds (black, blue, purple), we suggest using light fonts (yellow, orange cyan).
- Avoid using red or green in any fonts or backgrounds as they are colours that are difficult to read.
- The correct font size depends greatly on the fonts and formatting used in the ppt slides; the thumb rule is, it should be visible well on the computer screen / Display Screen at a 5 feet distance.
- **The preferred file format is MS-PowerPoint (*.ppt and *.pptx) with a screen ratio of 16:9 in slides.** Your paper presentation should be prepared in Microsoft PowerPoint version 2013 or above. Preferred page set-up is landscape orientation (portrait orientation will not be displayed correctly). Use standard Windows fonts only. Try to avoid use of non-standard Windows fonts or language specific fonts.
- Your presentation must be saved as a single .pptx file with all supporting media (image & Videos) files embedded. In PPT use Optimize Compatibility to embed your supporting media files.
- Do not copy and paste the images from another application, please use the "insert image from a file" functionality from PowerPoint (format - JPG or PNG).
- **Video Clips:** Video (must be embedded into .pptx where ever possible): *.mp4, Audio (must be embedded into .pptx), *.mp3; otherwise, the presentation can be uploaded without video files, which can be added in the preview room during the conference and presenter should check the complete display including the videos.
- **How to Embed Video in ppt presentation:** Click on File, then Info; then select Optimize Media Compatibility. Let the process run. When it has completed, click on Close. Save your file. Note: If the Optimize Media Compatibility option does NOT display, your media is already optimized.
- **PLEASE CARRY All original VIDEO FILES IN A PENDRIVE OR HARD DISK. FOR rechecking the PPT at the Preview Room.**
- If any difficulty in uploading the presentation with videoclips, it can be uploaded at the conference in preview room. Presenter (oral paper) should check their presentations in the preview room on the previous day itself to ensure smooth running of the sessions.
- Following media formats will be accepted for uploading in preview room - USB Pen Memory Drive or Hard disk,
- **Please don't carry your presentation by email or WhatsApp, as it will reduce the quality.**
- Presenters will not be allowed to use their own laptop. Please do not load PowerPoint slides or other files directly to the computer in the session room from a flash/pen drive, CD-ROM, or other personal device.

- The presentation guidelines and information regarding projection facilities are as above and will be included with the notification of acceptance of abstract.

E. PROTECTED HEALTH INFORMATION AND CONSENT POLICY

In all instances patient confidentiality must be protected and appropriate consent should be obtained. No patient names, hospital ID numbers or any other information that allows the patient to be identified should appear in images or illustrations or any other format.

You are advised to strictly follow time limit, failing which the audio-visual will be switched off.

- ❖ First slide of your presentation will be your CV with Photo
- ❖ While preparing the lecture, the speaker should address precisely the subject allotted to him and avoid side-tracking.
- ❖ Each speaker has been informed about the duration of his talk. The chairpersons and timekeepers have been given clear instructions not to allow any speaker to exceed the allotted time. The duration will be monitored by a timer located at a suitable place on the dais which the speaker can clearly see. Moreover, we'll be having blank white screen when the presentation is over. Your cooperation is extremely important.