

Guidelines for Presentation Foils

Authors of selected papers must submit the presentation foils in Power Point format (PPT) no later than **1st Jan. 2015** via email **iccict2015@spit.ac.in**. The session chairs may review the foils and changes suggested must be incorporated.

Please use at least **36-point for titles** of the slides and at least **18-point font size for the text** in your slides.

The idea of the presentation is not to be a cut and paste from the abstract. It is to convey to the audience the main concepts in an easy and comprehensible manner.

Presentation time is 12 minutes and 03 minutes for question-answer. Please plan your slides accordingly.

- **Font:** Use a single font throughout. The font used should be visible from the back of the room so should be greater than 16 points
- **Visibility:** The presentation should be clearly visible to the audience at the rear
- **Bullets:** A brief bullet for each point being made, instead of writing complete sentences on the slides
- Each bullet should typically be 10-15 word long
- Each foil to have no more than 8-10 bullets
- **Time factor:** Expect to spend no more than 1 minute talking to each foil.
- **Figures:** Figures should have thick lines and sufficient darkness to be visible from back room
- Have some text to explain salient points of the figures
- **Number of slides:** Plan on 10-15 foils for a 12 minutes of presentation
- **Color Combination:** Avoid Bright Red/ Blue Heading with Black Body/ background
- **Diagrams:** You may include diagram(s) to make the slides more readable, so the text can be replaced by a diagram