

IAGES 2020 Guwahati

Instructions for deliberations

Timeline for deliberation		
Type of Deliberation	Allotted time for presentation	Time for discussion
Faculty Talk	10 Minutes	2 Minutes
Keynote / Guest Lecture	12 Minutes	3 Minutes
Oration	30 Minutes	0 Minutes
Award Video	8 Minutes	2 Minutes
Master Video	6 Minutes	2 Minutes
Free Video	8 Minutes	2 Minutes
Award Paper	6 Minutes	2 Minutes
Free Paper	8 Minutes	2 Minutes

- **For Chairpersons**

1. Please ensure and enforce punctuality. The organizers have decided to stick to the timelines during the whole conference, as far as possible. Your cooperation will be highly appreciated.
2. Introduction of the speakers will be given by projecting his introductory slide during the time the speaker is called to the stage.
3. Please ensure that the speaker does not exceed the allotted time period. The timer will start once the speaker is at the podium and there will be an alarm when 1 minute is left and the presentation will automatically switch off after the allotted time period.
4. Please ensure interactive discussion during the Q&A session after every presentation which should not exceed the allotted time.
5. Mementos to the speakers, moderators, panelists & chairpersons will be given at the time of registration, so that no time is wasted during scientific sessions.

- **For Speakers**

1. Please send your introduction (CV) slide by 04th Feb 2020, latest by 5PM. If this slide is not received by that time, please excuse us for skipping the introduction. No oral introduction of the speakers will be given.
2. You are requested to be punctual and complete your session within the allotted time. You must review your presentation in the preview room and get the presentation uploaded at least 1 session prior to your session.
3. Stick to the allotted time for the presentation. The slides will switch off after the allotted time, with a warning alarm 1 minute earlier.
4. You are expected to convey your scientific message of the presentation clearly so that audience remembers your take home message, when they leave the hall.
5. Personal Laptops are not allowed during presentation.

- **For Moderators**

1. Please ensure and enforce punctuality. The organizers have decided to stick to the timelines during the whole conference, as far as possible. Your cooperation will be highly appreciated.
2. Please arrange to have an advance discussion with the panelist for a smooth and systematic flow of the proposed scientific discussion.
3. Introduction of the speaker will be given by a slide each of the panelist during your introductory comments, so that it is not required to be done individually.
4. Please ensure that the discussion remains focused on the subject.
5. Please ensure interactive discussion during the Q & A session after every presentation.
6. Please sum up the discussion in the allotted time so that the audience is able to get a clear take home message
7. You are requested to ensure the time lines of the session.
8. Personal Laptops are not allowed during presentation.

- **For Panelists**

1. Please send your introduction (CV) slide by 4thth Feb 2020, latest by 5PM. If this slide is not received please excuse us for skipping the introduction.
2. In case you have some presentation to make, please discuss with the Moderator during your advance discussions with him.
3. Please focus on the requirements of an average surgeon in the audience while making your points during discussion.

If there is any further information which you may require, please contact the Organizing Secretary **Prof. Subhash Khanna** profsubhashkhanna@gmail.com.

Our Conference manager **Mr. Pratik Kr Baranwal** (Mob: **8971200448**) at iages2020@gmail.com will be in touch with you.

With warm personal regards,

Sincerely,

Scientific Committee

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Visit: www.iages2020.com