

Oral presentation guidelines

- The duration of your presentation is **10 minutes (8 minutes for presentation and 2 minutes for Q&A)**. Please time your presentation accordingly.
- All presenters are requested to **email** their PowerPoint/PDF **presentations** to the HWWE2015 conference office (hwwe2015office@gmail.com) not later than **Dec 05, 2015**.
- Laptops loaded with Microsoft PowerPoint are installed in all presentation rooms. The presentations will be loaded into these laptops prior to the session commencement. It will not be possible to use your own laptop or USB for your presentation.
- If you want to cross check your presentations you may get in touch with the Presentation Control room at the ground floor of VMCC convention center, **2 hours before your session**. Please refer the Program Book available online for your session information.
- If you have movies or sound files in the PowerPoint presentation please embed them and also bring the files on a CD/DVD/USB in case they are lost on different versions of PowerPoint. If you are using any unusual fonts in your presentation, please send/bring a copy those fonts as well. Please check integrity of the embedded files at the presentation control room 2 hours before your session.
- For any queries please contact the conference office hwwe2015office@gmail.com

Poster presentation guidelines

- Please refer to the poster presentation schedule included in the Program book available online.
- Poster boards will be arranged at the poster presentation venue before the session. Your **Paper ID** will be on the corresponding poster board.
- Pins and tags to fasten the posters to the board will be provided at the venue.
- Conference volunteers will be available at the venue to help you in fixing the posters.
- You are requested to take back the posters from the boards after the poster presentation session.
- For any queries please contact the conference office hwwe2015office@gmail.com