

ABSTRACT SUBMISSION

The research abstract should be structured as per the presented format. It should be complete with the subheadings - **Title, Author's name, Affiliation, Address with Email I.d and Phone number, Objectives/Aims, Methods, Results and Conclusions**. References are not needed for abstracts. Incomplete abstracts or those not appropriately structured will be rejected.

The TITLE should be written in capitals. Name of authors should start with full name followed by surname. List no more than 5 authors. **Underline/Highlight the name of presenting author and mark with asterix.**

The main body of the abstract should not exceed 250 words and must be prepared in a standard format with clearly outlined **Objectives/Aim, Methods, Results and Discussion/Conclusions**. Type in single space with font Times new Roman and letter size 12 in the Abstract. Use high quality black inkjet or laser printing or electronic typing only. Handwritten abstracts cannot be accepted. Research work based abstracts/presentations will be given a high priority.

POSTER GUIDELINES

Posters should be prepared as per following guidelines.

Title: Use a title representative of the scientific contents of your research work. Introduction and research question: State what is known, what is unknown, your research question and experimental approach. Materials and Methods: Explain what experiments/techniques you used in order to answer your research question. State the function of every technique/measurement and if necessary, explain why you have chosen certain techniques. Remember to keep confined to essential details. Results: Only report results that are relevant to your research question. Results may include a few data, but most data should be given in clear figures & tables, these are more accessible for the audience. Conclusion: Give the

answer to your research question. Discussion: One sentence (Optional). Future prospective: State the future prospective if your research shortly. References/Funding.

POSTER LAYOUT

Use a simple font (Times New Roman) and make sure the letters aren't too small. Use contrasting colors in your slides, and not too many. Highlight the essential topics of the poster. Keep a nice legend with your graphs/figures. You can let your results be known by using a header of graphs/figures. Always make a test print of your poster. You can give your audience a handout or printed sheet of paper containing the main points and 'take home message' of your study but it's not mandatory.

The size of the poster should be 3X4 feet.

ORAL PRESENTATION

Only for abstracts selected for oral presentation

Presenters will be given 10 minutes to present their research if selected for an oral presentation:

07 minutes for presentation and 3 minute for discussion. Please mail your PowerPoint presentations to the Organizers at least 15 days prior to first day of the seminar. Bring your presentation on a CD/ USB drives as backup.

Use same guidelines as for poster presentation for preparation of power point slides.

Tips for preparing the presentation: Headings and subheadings should follow a visibly

apparent hierarchy. Use a simple font of size, large enough to be visible. Use approximately 8-10 lines per slide. Put up only the key points and ideas of your study in the slides, leave out any details that do not have a bearing on what you want to say to the audience. Animation is a good tool to reveal information sequentially. But please avoid animation as visual effects. It will be an unnecessary distraction and might slow down your presentation. Try not to exceed a maximum of 20 slides (including your title and Thank you).