

CASE PRESENTATION GUIDELINES

As an Case presenter, you are requested to be precise and stick to the time allotted for your presentation. Time is at a premium and under **NO** circumstances can the talk continue beyond the stipulated time. A timer will be running during the talk to aid you in maintaining time. A warning sound will be heard 1 minute prior to the end of the allotted time. The audio-visual system will be **automatically shut-off** at the end of the allotted time.

1. Tips for smooth running of Audio-Visuals:

- a. Format of the presentation should be in MS PowerPoint (.pptx-2010 or later).
- b. Videos when included should preferably be in MP4 format. Please preview them by visiting the preview room to check that they running properly.
- c. Instructions for the presentation are as follows:-
 - Please do not exceed 8 -10 slides for each presentation.
 - Slide 1 – Case Title, Presenter Name, Institutions
 - Slide 2 – Case History
 - Slide 3 to 10 - Procedure Details (Insert appropriate mp4 loops and text with relevant equipment used).
 - Movie files must be in mp4 format.
 - Last slide should contain take-home message / what we learn from the case.

2. Personal laptops or memory devices for presentation at the podium will NOT be permitted.

3. Starting from **5th August 2025**, you can **Book Your Slot** to upload your presentation in the preview room (prior to your arrival at the venue).

4. **You requested to be seated in Hall at least 5 minutes before the starting of the session and also stay in the hall till the end of the session (discussions may happen at the end of the session)**

5. Professional audio-visual consultants will assist you to load your presentation in **Preview Room**.

6. Awards will be given to the best presenter based on

- Maintaining Time
- Content & Innovativeness
- Quality of Graphics
- Communication
- Responses to Question

Best Wishes,
iPCI 2025