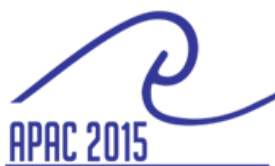


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**8th International Conference on Asian & Pacific Coasts (APAC
2015)
7th – 10th Sep 2015
IIT Madras, INDIA**

GUIDELINES FOR SPEAKERS

Guidelines for participants making Oral Presentation:

All the presentations will be in the Conference Halls at IC&SR building inside IIT Madras campus. The date and time of your presentation is already uploaded into the conference website. In the event you do not receive any information, please contact the Secretariat. You are required to check and confirm the session number, date and time of your presentation. Please avoid any request for changes in your presentation schedule.

- The session rooms are equipped with Personal Computer (Windows XP Professional), LCD projector and Laser Pointer.
- Please bring your presentation material in USB Memory stick or equivalent devices. You may also bring a CD back up if desired.
- Please contact the Chairman of your session well before your presentation and arrange to load the material and check for its clarity before the start of the respective session.
- You may also bring your own laptop and arrange to connect it before your presentation.
- Please hand over a brief write up about your professional/career background and affiliations to the chairman of your session. In case of difficulty, contact the volunteers at the conference reception desk.

Prepare Your Presentation

- a. The length of each presentation is 15 minutes and followed by 3minutes discussion.
- b. It is advisable to have a maximum of 20 slides to fit into the time slot.
- c. Have one slide of your self-introduction as the first slide.
- d. Use of true type font is advisable.
- e. Load the presentation materials well before the session starts.

Speaker Ready Room

A set of PCs will be made available for speakers to make last minute changes. Due to the limited number of PCs, the speakers are advised **not to occupy** the systems for long time so as to give room for other speakers to check their materials.

WISHING YOU A FRUITFUL TIME IN 8th APAC 2015