



# 70<sup>th</sup> Annual Conference of Cardiological Society of India



## CSICON-2018

22<sup>nd</sup>-25<sup>th</sup> November 2018, Mumbai

### Speaker's Guidelines

1. As an eminent speaker, you are requested to be precise and stick to the time allotted for your talk. 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 audiovisual system will be **automatically shut-off** at the end of the allotted time.
2. 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 AVI/MP4/WMV format. If any other format is used its codec should also be included. Please preview them by visiting the speaker ready room to check that they run properly.
3. **Personal laptops or memory devices for presentation at the podium will NOT be permitted**
4. Please use the attached pptx template slide for your presentation
5. Your presentation can be up-loaded in advance (before coming to the venue). Please visit the following web-link, <http://csi2018mumbai.gephels.com/manageresource/> to upload your presentation OR load the presentation in preview room at least 3 hours before the session. For the morning presentations, uploading must be done by previous evening.
6. You are requested to be seated in the front row of the respective hall at least 15 minutes before the starting of the session and also stay in the hall till the end of the session (discussions will happen at the end of the session).
7. **Preview Room:** The preview room is located in the main area of the conference venue. Professional audio-visual consultants will assist you to load your presentation.

#### Hours of operation of preview room are as follows

21 <sup>st</sup> November 2018 (Wed)	: 02:00 PM - 6:00 PM
22 <sup>nd</sup> November 2018 (Thu)	: 08:00 AM - 6:00 PM
23 <sup>rd</sup> November 2018(Fri)	: 08:00 AM - 6:00 PM
24 <sup>th</sup> November 2018(Sat)	: 08:00 AM - 6:00 PM
25 <sup>th</sup> November 2018 (Sun)	: 08:00 AM – 11:00 AM

Video recording, live streaming and uploading of the content is planned. There will also be a DVD prepared for post conference distribution. We request you to give your consent for using your presentation for educational purposes by signing a form in the speaker ready room (if not already consented through the above web-link).

We hope to make your experience as smooth as possible. Should you have any additional questions not addressed in this document, please email at [csi2018mumbai@gmail.com](mailto:csi2018mumbai@gmail.com)

**Prof. Kewal C Goswami**

Prof. of Cardiology, AIIMS, New Delhi

President Elect CSI-2018

Chairman Scientific Committee, CSICON-2018