

Reignite Innovative Conferences



Presentation Guidelines

Online platform:

- Download the GoToMeeting app from google play store/app store.
- Here you no need to register for GoToMeeting.
- Open the GoToMeeting app, enter the meeting ID provided by the organizer.
- Then enter the name and email ID (optional) to join the webinar.

Procedure to share the presentation:

- The conference will be going on as per the agenda.
- The organizer gives the presentation authority to the respective speakers mentioned in the program.
- The respective speaker makes enable himself/herself by click on the mic, camera.
- Once receiving presentation authority, the speaker must share his/her presentation by click on the Screen button (Share your screen button).
- Please inform to the organizer once your presentation has completed.
- Kindly requesting all the speakers to complete their presentation in prescribed time.
- When the speaker giving the presentation, all other speakers and attendees can mute their mic to avoid disturbance.
- I request all the speakers to use the USB headset to avoid disturbance in voice.
- For a better view of the presentation, I request attendees and speakers to clink on the speaker's name who is giving the presentation.
- I request all the speakers to available themselves till the end of the conference.

Power Point Presentation Guideline

- Please make sure to upload all media files required for your presentation. Any necessary video or audio files should be embedded in your PowerPoint file.
- Since your computer may have sophisticated fonts (such as special equation symbols) that the conference computers may not have, it is suggested that when you save your PowerPoint presentations, use "Save As" from your "File" pull-down menu. When a dialog box pops up, click on the "Tools"

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presentations to minimize the font incompatibility problems.

- In addition to the default “.pptx” file format, we suggest that you also save a copy of your presentations in the “.ppsx” (PowerPoint Show) format (the “.ppsx” version may also include some of the special fonts in your presentations).
- Make the letters on your slides BIG ENOUGH. Suggested minimum font is 14.
- Please send the copy of your presentation to the conference email pharma@thereignite.com
- Presenters are encouraged to have their completed presentation on a USB/Flash Drive in widescreen 16:9 or 4:3 format. The total time allotted to each speaker presentation is 20 minutes and for student presentation is 10 minutes. Please try to complete your talk within the scheduled time. Queries will be discussed in discussion session.
- If a question requires a lengthy reply, suggest that you and the person asking the question meet after the presentation.

