

Speaker Guidelines

INIVOS INTERNATIONAL CONFERENCES

SPEAKER BENEFITS

Being a speaker to our conference we are glad to have your presence and we are happy to offer you following:

20% discount on registration passes

Group discounts for speakers from same association or institute

Refer your friends and get more discount for you and your colleague

Roles and responsibilities

Assistance in Program development

Issuing invitations to your colleagues and promotion of conference through your channels

Opportunity to organize a work shop if you could attend to our conference as a group

ORAL PRESENTATION

- Presentation time is 20 mins for every speaker
- Number of slides should be minimum and presentation time should be strictly followed. Please stop when signalled by the Chair to do so.
- Users of Windows / PC should be responsible for the compatibility with Mac system used at the lectern.
- Taking the timelines into consideration, using personal laptops are not recommended unless under unavoidable conditions.
- No videos will be recorded.
- Felicitation for the speakers will be done during the session or after completion of the session, so please make sure to be present until the session ends.

POSTER PRESENTATION

- Poster cards with number will be placed on the poster hall before one hour of the session start.
- Each author will be provided with a 1 meter x 1 meter poster presenting area pins / stick-tape. Participants are responsible for mounting their posters during the presentation and in removing them as soon as the session ends. Posters left up past that time will be discarded.
- Poster awards will be announced during the end of a day / session which will be informed during the event.

Basic Presentation Requirements

Presentation format: .ppt .doc.

MAC compatible presentation.

Movies: Please take steps to compress your video file

Each slide should be designed to be concise, uncluttered and readable from a distance: include only key words and phrases for visual reinforcement. Avoid lengthy text.

WHY TO ATTEND

- Conference includes Strategies, updates and best practices for
- Interdisciplinary teamwork
- Workflow efficiency
- Leading change
- Regulatory compliance
- Transitions in care
- Service excellence
- Inpatient and ambulatory safety
- Just Culture training and sustainment

